

# Kids' Zone Program Details and Policies

## WELCOME!

Welcome to the Kids' Zone (KZ) before and after school program! The Geneva Park District, with the cooperation of School District 304, have developed a program to provide a safe and structured environment that encourages personal growth and development, while having fun. Kids' Zone is a cooperative program between the Geneva School District and the Park District available to students in grades K-5th, attending Fabian, Harrison, Heartland, Mill Creek, Western and Williamsburg Elementary Schools.

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 KZ Program Details and Policies has been designed to provide you with an overview of our policies and procedures. Please read all information carefully and thoroughly. If you have any questions please let us know.

Sincerely,

Kelly Wales, Recreation Supervisor

630-262-2201

[kwales@genevaparks.com](mailto:kwales@genevaparks.com)

Leah Hurwitz, Recreation Coordinator

630-262-2215

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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 and meet the needs of all participants.

Kids' Zone provides opportunities for all children to develop a positive self-image through experiences in a fun, friendly, structured, and safe environment. Children will develop social skills through interactions with peers and participation in different activities which emphasize problem solving, teamwork, and following basic directions. Our program promotes the six pillars of character: trustworthiness, respect, responsibility, fairness, caring and citizenship, and is focused on encouraging healthy lifestyles. Our goal is to create a stimulating and creative environment, where children are empowered to explore their interests, choose their own activities, and learn and grow at their own rate.

## HOURS OF OPERATION

The program runs Monday through Friday, when school is in session.

AM Hours: 6:30-8am

PM Hours: 2:15-6pm

Although staff may arrive to the site prior to the start of the program, they are not permitted to accept children earlier than the 6:30am start time. These times are for regularly scheduled days.

## STAFF/CHILD RATIO

Our Kids' Zone program is proud to strive for one staff member per 10 children ratio. Each site will have at least two staff members present. Kids' Zone sites can have up to 20 children enrolled for morning care and 65 children enrolled for aftercare.

## ELIGIBILITY REQUIREMENTS

The following are a minimal set of factors which determines whether an individual will be permitted to enroll in Kids' Zone. In most cases, with reasonable modifications, an individual can meet the essential requirements for participation.

- **Capacity:** Must register before the program fills to capacity.
- **Fee:** Must pay the appropriate registration fee.
- **Age:** Must attend a Geneva District 304 school and be in grades K-5th.

- **Rules of conduct:** Must agree to the Code of Conduct.
- **Safety:** Must refrain from placing themselves and/or others at risk with aggressive or unsafe behaviors.
- **Relative skill:** Must possess the following relative skills:
  - Able to use a consistent form of communication to indicate basic needs and follow simple directions
  - Voluntarily engage in scheduled activities for the majority of the program time with or without reasonable accommodations.
  - Able to tolerate and function, with assistance, as a member of a larger social group (12 or more people)
  - Remain with the instructor, follow directions to the best of their ability, and refrain from disrupting the class/program with or without reasonable modifications.
  - Conduct services of a personal nature (feeding, dressing, toileting) independently.

### **CHILDREN WITH INDIVIDUAL EDUCATION PLANS (IEPS) OR 504 PLANS**

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 has a 504 plan or Individual Education Plan (IEP) from the school district, please check the "Inclusion Services/Request for Modifications" box on the registration form. Also, please provide consent for the park district to communicate with the Fox Valley Special Recreation Association to coordinate supports for your child, this will be located in the consent section of your ePACT account.

Lack of communication may adversely affect the park district's ability to accommodate the needs of your child. To provide the best customer service, we ask for at least two weeks' notice prior to the start of the program to coordinate modifications. Participation may be delayed for requests received after that time frame.

### **INCLUSION SERVICES / REASONABLE MODIFICATIONS**

The Geneva Park District works in collaboration with Fox Valley Special Recreation Association (FVSRA) to make reasonable modifications in compliance with the Americans with Disabilities Act (ADA) for individuals with disabilities.

Modifications are determined in cooperation with FVSRA and the Park District and may include a combination of additional training to park district staff, program adaptations, the use of modified equipment, and when necessary, additional staff support.

### **REGISTRATION POLICIES AND PROCEDURES**

All registrations are subject to acceptance based on program availability, proper completion of registration material, payment status/history and the Park District's ability to provide reasonable modifications for individuals with disabilities. Priority registration is offered to current KZ participants and their siblings. Participants must be registered on an annual basis.

To register, each participant must:

- Complete and sign proper registration and emergency forms (ePACT account) for each child.
- Include full payment or enroll in our EZ Pay program.
- Pay all outstanding fees due to all Kids' Zone programs and/or other Park District programs and remain in good financial standing with the Geneva Park District.
- **Please see our spring brochure (published in mid-February) for registration details. Provided space is still available, registration will be accepted until August 1.** Registration received after August 1 will be placed on a waitlist and may not be eligible until the second Monday in September, provided space is available. After the second Monday in September, participants must register by the Wednesday prior to the week they wish to begin attending, provided space is available.

### **AUTHORIZED INDIVIDUALS**

Only authorized individuals listed on each participant ePACT account will be permitted to:

- Make changes regarding attendance.
- Receive information regarding billing and payments.

- Sign a child out of the program. Anyone picking up (including parents) must be prepared to show a picture ID when picking up a child. Minimum age for authorized individuals is 14 years, with a high school ID.

## PROGRAM FEES

Register early! Spaces are limited.

### 2023-24 Kids' Zone Monthly Fees

Registration Fee: \$50 per child. This is non-refundable.

	1st child	*Additional Child
AM only - 5 day	\$206/month	\$169/month
AM only - 3 day	\$136/month	\$113/month
PM only - 5 day	\$368/month	\$302/month
PM only - 3 day	\$244/month	\$199/month
AM & PM - 5 day	\$493/month	\$403/month
AM & PM - 3 day	\$320/month	\$261/month

\*Multiple Child Discount for additional children. The yearly tuition is divided into an installment plan that includes registration fee and 9 equal monthly installments. (Registration fee \$50 processed at time of registration, EZ Pay - the first payment will be charged on August 1, 2023. Eight (8) additional monthly payments will be charged on the first business day of each month from September 1, 2023 thru April 1, 2024.)

## PAYMENTS

- At registration, a non-refundable registration fee is due per child.
- You may pay the tuition in full at time of registration or sign up for EZ Pay; automatic monthly payments from a credit or debit card. Personal checks and cash are not accepted.
- You will not receive a bill. Once you have signed up for EZ Pay, your account will be charged on the 1st of each month.
- The annual tuition includes all half days, if it is your child's regularly scheduled day.
- Institute days and selected school holidays and breaks are not included in the EZ Pay installment plan, but can be registered for separately.
- For EZ Pay payments, the first payment will be charged on August 1, 2023. Eight (8) additional monthly payments will be charged on the 1<sup>st</sup> business day of every month from September 1, 2023 through April 1, 2024.
- Credit / Debit cards that are declined will be charged a \$25 service fee by the Geneva Park District. In addition, a late fee of \$10 will be charged.
- After the 10th 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.
- Need to update your credit card information? Log on to your park district account! Updates can be made at any time.
- 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.
- We cannot split payments between multiple credit cards or family members.

### Late Payments

- If the payment is not received by the 3rd, 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 from the program.

### Schedule Change

A Schedule Change Form is required for all requests 10 business days prior. A \$5 service fee will be charged for all schedule changes. Schedule changes cannot be guaranteed.

## Extra Day Request Form

For part-time participants, request must be submitted 48 business hours prior to the requested additional date. This is designed for emergency situations. We cannot guarantee approval of extra days of attendance.

## TAX INFORMATION

The Geneva Park District tax identification number is 36-6008378. Each year registering parent of participants will receive a year-end receipt for Kids' Zone by January 31st. If additional receipts or billing information is required, please let us know.

## PROGRAM WITHDRAWAL & REFUNDS

- No participant is permitted to temporarily withdraw from the program.
- Any participant withdrawing from the program:
  - Must submit an application for refund at least 10 business days prior to the week you wish to cancel. An application for refund must be completed as cancellation verification.
  - Refunds will be prorated.
  - Refunds or credits will not be given for snow days, e-learning days, vacation, illness, extra-curricular activities, disciplinary reasons, or other temporary childcare arrangements.
- Participants will not be guaranteed a spot if they wish to return.
- Must resubmit complete registration and emergency forms for re-enrollment.
- Withdrawal from program will result in the loss of any spot(s) reserved for the following school year.

## CONTACT INFORMATION

Fabyan KZ Site	630-947-9540	FES.KidsZone@genevaparks.com
Harrison KZ Site	630-945-5043	HSS.KidsZone@genevaparks.com
Heartland KZ Site	630-947-2560	HES.KidsZone@genevaparks.com
Mill Creek KZ Site	630-945-8358	MCS.KidsZone@genevaparks.com
Western KZ Site	630-947-4276	WAS.KidsZone@genevaparks.com
Williamsburg KZ Site	630-945-7334	WES.KidsZone@genevaparks.com

Kelly Wales, Recreation Supervisor	630-262-2201	KWales@genevaparks.com
Leah Hurwitz, Recreation Coordinator	630-262-2210	LHurwitz@genevaparks.com
SCC (Sunset Community Center)	630-232-4542	
SPRC (Stephen D. Persinger Recreation Center)	630-232-4501	

## ePACT—PARTICIPANT INFORMATION

The Geneva Park District is using a new software solution to securely collect health and emergency contact information - ePACT Network. This means no more paper forms and peace of mind that we have the right health data to best support all our participants.

ePACT is an innovative digital solution that makes security and privacy its top priority. You can read more about their privacy and security measures <https://www.epactnetwork.com/corp/about-us/privacy-policy/>.

It's also very easy to use and will save families time - it's one central account for your family - so shared data pre-fills and we'll be notified automatically of any updates - ensuring we have the most up-to-date information when we need it most.

You can expect an invitation from Geneva Park District via ePACT next week for EACH member that is registered for an active program (Summer Camps 2023 & Kids' Zone 23-24). You then simply create an ePACT account and follow the prompts. You can watch a short video on how

<https://epactnetwork.freshdesk.com/support/solutions/articles/47000663839-sharing-your-emergency-information>.

We appreciate your help with this! We know change like this can be challenging, but it will ensure we are prepared for any crisis - whether it be a flood, delayed arrival from a field trip or an allergic reaction.

Please Note: Your ePACT account must be complete and submitted before your child can attend our programs.

### **ABSENCES**

Any time your child will not be attending the Kids' Zone after school program; it is the parent's responsibility to inform the site. To report absences please send one email to the site along with the school secretary. It is not the school's responsibility to inform us of absences or if a child went home early. Notification is imperative, and one email to both agencies have worked well for our families. Please don't forget to inform the site about vacations and/or scheduled absences. Frequent unreported absences may result in the child being removed from the program.

### **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 Park District 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 bringing the child back to Kids' Zone at the end of the activity.

### **SAFETY RULES AND POLICIES**

- Children should wear gym shoes every day to allow full participation in the activities.
- Participants will go outside whenever possible. Please send jackets, boots, hats, gloves, etc. so your child can play outside when the temperature drops. Only participants who have snow pants and snow boots will be permitted to play in the snow. Please be sure to label all of your child's belongings.
- Kids' Zone adheres to the school district policy of zero degrees with windchill factored in. The Site Coordinator will use discretion in cases of other circumstances concerning safety on the playground and recess.
- 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.
- Parents picking up their child must take their child. It is not acceptable for a parent to "visit" and leave.
- All school policies and rules will remain in effect and apply during program hours.
- No personal electronic devices, such as: electronics, iPods, iPads, cell phones, smart watches or handheld games will be allowed. Staff is not responsible for items children bring from home.
- No hats may be worn indoors or clothing that depicts violence or inappropriate themes.
- "G" rated movies may be shown. "PG" rated movies will only be shown with parent permission.
- Gum is not allowed at Kids' Zone.
- Sharing of snacks or candy (any food product) is not allowed due to potential food allergies.

### **CODE OF CONDUCT**

The following Code of Conduct has been established for the benefit of the program and the safety of our participants. These rules apply to all participants and their parents/guardians. Please note that no refunds will be issued for suspensions.

Participants shall conduct themselves in a responsible and appropriate manner; shall act with due respect for the authority of staff; shall act with respect for the widely shared use of school and park district property; and shall act with due regard for the rights and welfare of other students. All employees of the park district on-site share responsibility for supervising the behavior of participants and for seeing that the participants meet the standards of conduct which have been or may hereafter be established by the park district.

Participants are expected to be accountable for their own behaviors at all times. Participants are expected to respect the rights of others, respect the worth of others, and respect both school/park district property and the property of others.

The administration reserves the right to determine all disciplinary action. Participants may be suspended for gross misconduct. In order that students know what behavior is expected of them, the following guidelines are offered. Parents are encouraged to review these with their children.

No bullying, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated. Bullying includes cyber-bullying and is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a participant, group of participants, or staff that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the individual in reasonable fear or harm to their person or property.
- Causing a substantially detrimental effect on the participants physical or mental health.
- Substantially interfering with the participants participation or ability to participate or benefit from activities or services provided by the park district.

“Bullying,” as defined herein, may take various forms, including but not limited to harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

- All threats and threatening behavior will be taken seriously and reported to the appropriate supervisor.
- Participants must show respect to all staff, participants, all property, equipment and facilities.
- If a child damages property, equipment or facilities parents may be financially responsible for the repair/replacement.
- There may be no intentional 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.
- No toys from homes are allowed at Kids' Zone.
- Participants may not leave the program area without permission.
- Participants may not enter the Kids' Zone storage areas.
- Participants are responsible for their actions and belongings (bags, jackets, school supplies, etc). Cell phones, smart watches and other electronic devices will not be allowed at the program.
- Children may wear smart watches, however, they may not make/receive phone calls, play games, etc.

## **DISCIPLINE POLICY**

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

**1st Offense** - Verbal Warning (depending on the severity, several warnings may be given).

**2nd Offense** - A behavior report will be filled out and filed with the Recreation Supervisor and the parent/guardian. The parents will be required to sign the report, which will remain in the participant's file. The staff will work with the participant and parents to correct the behavior. This may be issued immediately, without warnings for serious infractions.

**3rd 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 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.

**Physical or Verbal Abuse** - 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.

#### **NEWSLETTERS / ACTIVITY CALENDARS**

Newsletter and activity calendars with important dates and information will be available at your child's site and online at [www.genevaparks.org](http://www.genevaparks.org). The activity calendar will also show weekly themes and daily activities offered at your child's site.

#### **SNACKS – ALLERGY AWARENESS**

Please send your child with a snack and water bottle daily for after school. For the safety of all participants they may not share food, and all snacks must be nut free. Our program is committed to creating as safe an environment as possible. Some persons entering the building may be at risk for developing a life-threatening allergic reaction (anaphylaxis). Potential allergens in the environment and foods are of greatest concern in our program setting. The most common food allergens are peanut, tree nut, milk, egg, soy, wheat, fish and shellfish. Some environmental allergens that may lead to anaphylaxis include insect stings, animal dander and latex. Efforts are made at each site to reduce or minimize the presence of high-risk allergens. Peanut and tree nut snacks should be avoided.

Birthday treats – the park district follows the school district policy and does not allow birthday treats in the form of food items to be passed out to participants. If you'd like to provide a treat for your child's birthday it must be a non-edible "treat."

#### **HOMEWORK POLICY**

There is 30 minutes of quiet time scheduled every day. This is the time allowed for homework, reading or a quiet individual activity. Kids' Zone staff will not ensure that any child does their homework. The staff is happy to remind and encourage your child that it is time to do their homework, but staff will not force them to do so.

#### **HOMEWORK POLICY – UPDATE 10/20/2023**

##### **ONE-TO-ONE DEVICES DURING HOMEWORK TIME**

Kids' Zone will allow the use of school-district issued one-to-one devices/laptops during the 30 minutes of daily quiet time, if they are needed for homework.

- Students are responsible for the use and care of the device.
- Students may NOT allow others to use his/her portable computing device. This includes sharing screens.
- Kids' Zone staff are not able to assist with computer devices that are not working properly. This includes connectivity, passwords, and computers malfunctioning. IT concerns should be directed to the School District.
- Use of one-to-one devices during homework time is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
  - Failure to follow the guidelines and instructions from staff will also result in a disciplinary offense, in line with the Kids' Zone discipline policy.

The following has been adopted from the school district policy on one-to-one devices:

##### **Technology Network – Acceptable Use**

All use of the School District's electronic networks shall be consistent with the School District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Acceptable Use and appropriate Network Etiquette is required, as defined in school handbooks posted on the public website: <https://www.geneva304.org/handbooks.aspx>. The failure of any user to follow the terms and conditions will result in the loss of privileges, disciplinary action, and/or legal action.

**Internet Safety & Security**

The School District has many measures in place to keep students safe while online: [Internet Safety & Security \(geneva304.org\)](http://geneva304.org). School District internet protection measures comply with the [Children's Internet Protection Act](#) (CIPA).

**Disclaimer**

The student/parent will be responsible for payment of all applicable repair/replacement fees. If the device, or associated accessories, are lost or intentionally damaged, the student/parent will be responsible for paying the full device replacement cost. Accidental damage incidents – all accidental damage to a school-issued device must be reported promptly to the School District Technology Department.

**EARLY DISMISSAL & HALF DAYS**

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

**EMERGENCY SCHOOL CLOSING & PROGRAM CANCELLATIONS**

Know before you go! Visit [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com) or [www.genevaparks.org](http://www.genevaparks.org)

If Geneva School District 304 announces a late start due to weather, all AM programs running 6:30-8am from Kids' Zone will be cancelled.

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 Kid's Zone programs will be cancelled. When school is closed for the day due to weather, All Geneva Park District programs will be cancelled as well. No credit will be given for these days, as they are scheduled to be made up at the end of the school year. No refunds will be processed for e-learning days. 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 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 Fun Zone trips are available on select school holidays and Institute days. These trips must be registered for separately. Registration can be accepted at SCC, SPRC, or online at [www.genevaparks.org](http://www.genevaparks.org). Sites are not allowed to accept registration. Families will receive information for these trips at their sites as well as via email.
- The Geneva Park District does not offer programs the two days before school begins, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, or Memorial Day.
- Space is limited for Day Off Fun Zone, so sign up early to reserve your spot. Once a trip/day is full, we cannot guarantee additional space will become available.

**TRANSPORTATION**

- Busing for Day Off Fun Zone is done through First Student Bus Company, with the assistance of the Geneva 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 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 ePACT account. 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 email the park district Program Supervisor authorizing the adult to pick up in advance. If a parent needs to add someone to the "Authorized Pick-up" section of the 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.

For participants 10 years or older, parents can complete a Participant Sign Out Consent/Release Form to give permission for participants to sign themselves out of the program at designated times. These participants will not be allowed to sign out younger siblings.

Other pick up information:

- Please allow sufficient time when picking up your child.
- In the event that you will not be able to pick up your child by the program end time, please notify the site immediately.
- Please adhere to the parking rules at each site.
- Participants are not allowed to re-enter the program after being signed out.
- Participants are not allowed to return to classrooms for any reason per school district policy.
- Please allow all children to be checked into Kids' Zone before picking up your child from our program. When school buses are dismissed, we will then sign children out of the program.

## **LATE PICK UP FEE**

The pick up time of 6pm 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 6pm will result in a late fee of \$5 per child for the first 10 minutes and then \$1 per minute after the first ten minutes. After 30 minutes and all contacts 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 Park District office where you will be expected to pay your late payment before your next monthly payment. If unpaid, the late fee will automatically get withdrawn with the next automatic monthly payment. If late pick up becomes a habit, the participant may be dismissed from the program.

## **ILLNESS AND INJURY**

### **Healthy Kids Policy:**

- 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.
- 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.
- 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:**

- For 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 of an injury/illness that requires more attention; we will administer first aid and contact the parent or the emergency contacts in the event you are unavailable. An accident report will be completed as well.
- If necessary, we will contact emergency services and the 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. This form requires a physician's signature and is required to be completed on an annual basis or whenever there is a change in medication and/or dosage.
- Participants must have a medical release form for medication such as inhalers and Epi-pen.
- With the exception of Epi-pens and inhalers, only oral medicine may be administered. Staff may not dispense suppositories or shots (diabetic).
- All medication is required to be in the original container whose prescription label must include patient's name, physician's name, pharmacy name, name of medication and complete dosage information.
- The proper dosage should be sent in the original container each week (KZ) or each day (camps).
- Medication will be stored in a secure area at temperature consistent with package instructions.
- The park district does not have access to the school nurse's office. It is preferred for participants to be given their medication at school dismissal with the nurse. If it is necessary that the same medication is given during the school day, the park district will need the parent to provide the medication to the park district in addition to what is supplied to the school.