



# Parent Information Handbook 2020-2021

All Info ***MUST*** be complete & returned before the first day  
your child begins the program.

Please contact Rachel Jachowske, Youth/Teen Supervisor, at  
[Jachowske\\_r@cityofelgin.org](mailto:Jachowske_r@cityofelgin.org) prior to starting the program.



# Kids Club Program 2020-2021

## Parent Information Handbook & Registration Forms

### Mission Statement

The Kids Club Program provides a safe environment for supervised fun, learning, and growth. We build character and teach skills through a variety of activities.

### Registration

- All registrations must be done PRIOR to your child attending Kids Club. Registration can be done online or by calling Rachel Jachowske at (847)531-7017. Children who are not on the Kids Club roster or who do not have proof of registration will be unable to attend the program. In order for our staff to better plan each session, we ask that you register your child by the listed deadline. Registrations will not be taken for a week that is already in session.
- Parents must confirm all changes in address, phone numbers, emergency contacts, health issues or other information. All information on file must remain current.
- Failure to abide by the rules of the program, code of conduct, facility rules, **repeated failure to pick up your child at the scheduled time**, or any situation that endangers the health, well-being or safety of others are reasons for immediate dismissal from the program. **No refunds will be granted in cases of dismissal.**

### Payments

- Kids Club will run in weekly sessions. You may register for one or all of the sessions; however, payment is due for each session upon registration. Kids Club fees are \$200 per week (\$160 for week 3). Kids Club fees are per each one (1) week session. Pay full price for the first child and receive 10% off each additional child. Registration deadlines are a week prior to the start of each new session. Please observe the deadlines as Kids Club sessions must meet minimums in order to run. Register early to secure your spot in this program.

Session #	Day	Date	Deadline
517402-01	M-F	8/24-8/28	8/19
517402-02	M-F	8/31-9/4	8/26
517402-03	Tu-F	9/8-9/11	9/2
517402-04	M-F	9/14-9/18	9/9
517402-05	M-F	9/21-9/25	9/16
517402-06	M-F	9/28-10/2	9/23
517402-07	M-F	10/5-10/9	9/30
517402-08	M-F	10/12-10/16	10/7
517402-09	M-F	10/19-10/23	10/14

**\*\*No program September 7**

### Program Schedule

**\*\*Sample schedule- subject to change**

Time	Activity
7:00am-8:00am	Drop off/morning snack
8:00am-12:00pm	E-learning
12:00pm-1:00pm	Lunch/free time
1:00pm-3:00pm	Gym/outdoor group games/crafts
3:00pm-3:30pm	Afternoon snack
3:30-5:00pm	Gym/outdoor group games/crafts
5:00pm-6:00pm	Pick up

## What to bring to Kids Club

We suggest a backpack for child's daily equipment. Please make sure everything your child brings is clearly marked with their name and phone number.

1. Sack lunch with drink each day (staff will not be able to assist in opening items)
2. All equipment needed for e-learning (Chromebook/laptop, headphones, charger, books, notebook, pencil, schedule, etc)
3. Two Masks
4. Gym shoes
5. Water bottle
6. Afternoon snack

## Electronic Items/Valuables

Kids Club staff understand that Chromebooks are essential for e-learning. Children may bring Chromebooks and headphones to use during their e-learning time only. When Chromebooks are not in use, they will be placed in a cubby in the child's designated room. Other electronic items and valuables such as hand held video games, music players and cell phones are not allowed at camp. Staff is not responsible for loss or theft of personal items including Chromebooks/laptops. We ask that children leave all personal toys at home as they often cause conflict with other children and often get misplaced.

## E-Learning

Kids Club staff will be available to help assist children in their e-learning and school projects during the designated e-learning time. Staff are not responsible for incomplete or incorrect school work.

## Activities

- Groups will be 2 counselors to 14 children maximum. Each group will stay with their counselor and their assigned group the entire day
- Groups will rotate throughout the day to different indoor and outdoor areas. Groups will be encouraged to use outdoor time as much as possible, when the weather permits. Please dress your child appropriately.
- Equipment will be specific to each group for the week. It will be fully sanitized before after each use.
- Children will be encouraged to social distance as much as possible.
- Each group will be assigned activities, arts/crafts supplies, etc. so the items are not shared across groups.

## Snacks

We are currently working with the Northern Illinois Food Bank to provide a morning snack each day. Snack services will not begin until September 1, please pack a morning and afternoon snack each day in August. **Children will not be allowed to use the vending machines while at the program.**

## Movies

All movies shown will be rated PG or G.

## Cleaning Protocols

- Staff and volunteers will give extra attention to cleaning areas of high use by spraying, wiping, and disinfecting several times throughout the day as time permits.
- Kids and staff will be asked to wash hands or hand sanitize before and after activities and eating.
- Staff will clean their respective group areas upon arrival and dismissal from the program.
- Our professional cleaning crew will deep clean the building every afternoon when Kids Club is over.
- All items and equipment used by each group will be sanitized daily. Equipment, games, and items that cannot be sanitized will not be used.

## Daily Check In/Out

An assigned door at The Centre will be assigned for drop off and pick up to limit exposure. The Friday prior to the start of the Kids Club session, an e-mail will go out informing you of the correct drop off and pick up location. Parents/Caregivers will need to park their vehicle and walk their child(ren) to their assigned spot and line up in designated areas that provide social distancing for your assigned area. Please wear a mask during this time. Counselors will “check in” the child after confirming a health screening has been done by the parents. In an effort to minimize exposure, parents will not be allowed to enter the building. Participants will then be directed to the correct room of their program. **Parents must make every effort to drop off between 7:00am-8:00am and pick up between 5:00pm-6:00pm unless otherwise discussed with program staff.**

- All children must be signed out daily on the attendance sheet by an authorized person 18 years of age or older. If a sibling is 16 or 17, the parent or guardian will need to provide a letter stating that it is okay for them to pick up the child. Please complete the accurate time and read the comment box for any important messages.
- Staff may not recognize everyone authorized to pick up your child. Please make them aware that staff will ask for **photo identification** before releasing the child.
- Children must be picked up promptly. We realize that there may be occasional circumstances which may make parents late. In this case, please use the following procedures:
  - Parents must call the Kids Club staff at 847-531-7041 or 847-531-7046 to notify them if they will be late and their approximate time of arrival
  - Late fees will be applied to all participants who are picked up after the designated pick up time. **The late fee will be \$5 for 1-10 minutes late and an additional \$1 per minute for any time after 10 minutes.** Late fees are to be paid **by check or cash only** at the time the child is picked up or before they return to Kids Club.

The goal with the late policy is to encourage communication between the staff and parents/guardians. Staff also have families and may have other scheduled plans after work. Your cooperation and courtesy is appreciated. If parents are more than 45 minutes late, and we have not been contacted, the police will be notified. Repeated (over 5) late pick-ups may jeopardize your child's eligibility for Kids Club.

## Health Policies

- This year communication of any illness will be necessary for our program to continue. We all will be a part of keeping our participants and staff members healthy and well. It is important that parents report to the instructor or program supervisor, any communicable/contagious illnesses/diseases immediately so that other parents may be notified of possible exposure. Examples include but are not limited to: chicken pox, whooping cough, pink eye, lice infestation, along with COVID-19 and its symptoms. In certain cases of a communicable disease, children must present a doctor's note before returning to class. Please inform your child's counselor and Rachel Jachowske regarding an illness via email and/or voicemail.
- For the protection of all of the children and staff, ill children must remain home. Children must stay home until they are symptom free for at least 24 hours.
- Symptoms that restrict school attendance are below:
  - Fever of 100.4 degrees (F) or higher. Children must be fever free without medication for at least 24 hours before returning to school.
  - Severe or persistent cough and/or sore throat.
  - Runny nose with green or yellow discharge.
  - A rash or hives (unless cleared by a doctor's note).
  - Vomiting or has vomited within 24 hours.
- First aid supplies are available at the program site.
- If your child becomes ill or hurt while in the program, parents will be called and child will need to be picked up immediately. If the parent cannot be reached immediately, the emergency contact will be called. If the emergency warrants, 911 will be called immediately prior to the parents being contacted to ensure the health & safety of your child.

## Important Reminder

**If your child is registered for Kids Club for any given day, and for some reason cannot attend, it is important to notify the Youth and Teen Coordinator at 847-531-7017 or Jachowske\_r@cityofelgin.org.**

## Prescription Drug Policy

- If your child should require a prescription drug while at Kids Club, the following must be followed:
  - **The prescription must be in a bottle marked with the child's name, doctor's name, date, directions for administering the medication, the prescription number, drug store or pharmacy. A medication form must be filled out.**

## Non-Prescription Drug Policy

Any non-prescription drugs that must be taken while at Kids Club will be administered only with written Doctor's permission. The non-prescription drug must be labeled with the child's name and dated on the bottle. Please ask your doctor to write instructions on a prescription pad and sign it if we are to give non-prescription medication at camp.

## Discipline

To ensure an enjoyable and safe program, the City of Elgin has developed a Code of Behavior which progresses from verbal reprimand to possible removal of the child from the program. We feel these guidelines are fair and appropriate for the program. The City of Elgin reserves the right to expel any individual from participation in this program for any reason.

## Code of Behavior

1. Oral Reprimand: The participant is spoken to by the counselor and verbally warned.
2. Written Letter of Warning: If the participant's action or behavior continues, this is noted in writing and a behavior letter is sent home to the parents
3. Dismissal from Program: After previous warnings, Kids Club Supervisor will talk with parents about dismissal/suspension. The final step is only necessary to ensure the well-being of other participants. Depending on the severity of the behavior, children may be dismissed from Kids Club without any previous oral or written warnings. **Participants will not receive a refund for days missed due to disciplinary reasons.**

## Suspensions

- Suspensions are rare in the Kids Club; however, they will begin immediately. This implies that a child may be suspended one day and not admitted the next day. We believe that consequences for inappropriate actions need to be as near to the action as possible.
- NO REFUNDS will be granted for any type of suspension.
- Suspensions can range from 1 to 10 school days.
- A plan of action will be made upon the child's return from suspension to handle any future behavioral problems.
- If a child continually exhibits inappropriate behavior that results in multiple suspensions, we reserve the right to expel the child from the program

### **Additional Health and COVID-19 Guidelines**

- Parents will need to monitor their child(ren) for any symptoms of COVID-19 and certify daily that their child is in good health at drop off.
- Face masks will be required at all times except when drinking or eating. Cloth face masks are preferred. Children need to arrive with a clean face mask every day. Families will also be required to send an additional “back up” face mask to keep in their backpack.
- Frequent hand washing will be required for both participants and staff, especially, but not limited to, arrival in the classroom, movement from activity to activity, after using the washroom, drinking from a water bottle, gym time, and departure from the classroom.
- Cleaning and disinfecting of the classrooms will be conducted in compliance with CDC protocols on a daily basis. Counselors will clean and disinfect common areas (e.g. tables, doorknobs, toilet flush handles, sink handles) and surfaces which are touched by multiple people (e.g., equipment, supplies) frequently during program hours. Counselors will also complete a pre-class and post-class cleaning checklist to ensure the program room is sanitized. Centre maintenance staff will complete a deep cleaning and disinfecting of the all of the classrooms, bathrooms and common areas nightly.

### **Isolation and discharge of sick children and staff due to COVID-19**

- Participants or staff members suspected of having COVID-19 or diagnosed with COVID-19 will be excluded from Kids Club. Symptoms include cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other CDC-identified symptoms.
- Symptomatic participants will be isolated in a separate space until a parent/guardian can pick up. Symptomatic staff members will be sent home immediately. Areas that were used by the sick person will be closed until they can be cleaned and disinfected using CDC guidelines. Where appropriate, we will notify staff and participants who have been exposed.
- If a participant or staff member does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.
- Any participant or staff member who has had close contact with a person who is diagnosed with COVID-19 should quarantine for 14 days after the last/ most recent contact with the infectious individual. All other participants and staff members should be alert for symptoms by watching for fever, cough, or shortness of breath and taking temperature if symptoms develop.
- If the participant or staff member has symptoms of COVID-19 and it determined by a medical provider that the individual likely does not have a COVID-19 infection, the participant or staff member can return to Kids Club provided feverless and feeling well (without fever-reducing medication) for at least 72 hours, have a negative COVID-19 test, or have a note from a medical provider documenting no clinical suspicion of COVID-19 infection.
- Participants and staff members should contact their health care provider. If multiple participants and/or staff report having any COVID-19 related symptoms and/or there are multiple positive results, notification will be made to our local health department.