



Parent's Manual

2023-24

Students of Washington, Mechanics Grove, and Carl Sandburg (6th graders, after school only)
• Before Care beginning at 6:45 am • After school Care until 6 pm



**MUNDELEIN PARK &
RECREATION DISTRICT**
Connecting Our Community

Mundelein Park & Recreation District | 847.566.0650 | mundeleinparks.org



MUNDELEIN PARK &
RECREATION DISTRICT

Dear Parents:

Welcome to the Rec Connection Program. Thank you for choosing us to care for your child this year. We are looking forward to a fun and exciting year with your child.

Rec Connection is a Before and After School Program committed to providing a safe and recreational program for families of District 75 who need extended day care. We are happy to meet the needs of you and your family. We have some fun activities planned for your child this year.

This parent handbook is provided to help answer questions regarding our policies and procedures. Please make sure to read through the handbook because it contains important information to help you prepare for the school year.

We are looking forward to a fun and memorable school year.

Sincerely,

Cheri Rehor
Recreation Supervisor

Program Philosophy

The Rec Connection program is committed to providing a safe recreational program, both before & after school, for children of parents that need extended day care. The program will permit working parents the opportunity to enroll their children in a quality program instead of worrying about their welfare. A parent will have the assurance of knowing exactly where their child is and that he/she is receiving well rounded supervised care.

The program is designed to allow children to gain new experiences. It is very important not to totally structure the program as children need a chance to unwind, relax and play with their peers. The program will offer both structured and unstructured activities each day.

The staff understands that different children have different needs. The staff will make every effort to assure that the individual needs of each child are met. We will also work closely with the Special Recreation Association of Central Lake County to provide assistance to anyone with special needs.

Description of Program

The Rec Connection program is administered and directed by staff of Mundelein Park & Recreation District. All staff are hired, trained, and supervised by Mundelein Park & Recreation District.

The program will be offered to students attending Washington School, Mechanics Grove School, and Carl Sandburg (6th Grade only). Students will be bused to the Dunbar Recreation Center (DRC). Children will participate in a variety of activities while attending the program, such as Reading Time, Homework, Quiet Games, Art & Crafts, Nature & Outdoor Exploration and Extracurricular Enrichment Activities, which include Science Projects, Cooking, Lego Creations, Creative Imagination, Music and Dance. Students will also have the chance to participate in other youth programs offered by Mundelein Park & Recreation District at a reduced rate.

Staff

The Rec Connection staff is comprised of experienced childcare providers that may include retired teachers, college students, early childhood instructors, camp counselors, and high school upperclassmen. All staff have gone through specific training for their position. All staff are trained in COVID precaution procedures, first aid and CPR and AED use. Staff will also be attending in-service training and continuing education workshops throughout the year so they can continue to provide the best care for your child. All staff is required to go through the State of Illinois background checks and fingerprinting.

Location

Rec Connection will be held at Dunbar Recreation Center, 888 Dunbar Road, for all students Kindergarten –6th Grade. School District 75 will provide busing for students to/from the Dunbar Recreation Center.

Hours of Operation

Kindergarten–Grade 2

- Before Care hours are 6:45 am until the bus arrives.
- After School Care begins from bus arrival time until 6 pm.

Grades 3–5

- Before Care hours are 6:45 am until the bus arrives.
- After School Care begins from bus arrival time until 6 pm.

Grade 6

- After School only until 6 pm

Half Days

Rec Connection will offer care on all half days of school. The cost to attend the half day of school will be \$30.00. Students will attend Rec Connection at Dunbar Recreation Center from the bus arrival time until 6 pm.

School Days Off (Full Day) & Holidays

Mundelein Park & Recreation District will offer alternate programming on full days off. These days require advance registration on a per occurrence basis and an additional fee which must be submitted at the time of registration. Registration deadlines will be specified on each form. Day Off Programs with less than 20 children registered may be canceled.

There will be NO Rec Connection scheduled on the following days: Labor Day, Thanksgiving Day, and the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, and Memorial Day.

Cancellations

If District #75 cancels school, so does the Rec Connection. There will be no reduction in fee due to closings.

Registration and Tuition

Parents must complete the enrollment paperwork and remit a non-refundable registration fee of \$75 per child. The registration fee is not applicable to any subsequent tuition fees.

Tuition may be paid in full or a weekly payment plan will be setup and your tuition will be paid through autopay from you checking or debit or credit card accounts. Payments are taken out each week on the Friday before each week starts. Refunds will not be issued or prorated for partial week usage due to illness, or unexpected absences. Your payment plan is based on a set monthly schedule. Changes must be made two weeks in advance.

Payment Plan Options:

Payment plan can be setup using Debit, Credit cards, or checking account or setup to be taken.

Credit card autopay's and EFT's that are denied due to insufficient funds may be charged a \$25.00 service fee by Mundelein Park & Recreation District. If payment is not resubmitted the child may be suspended or removed from the program.

Changes to AutoPay Information

In the event of changes in direct debit or credit card payments (e.g. new card number, new expiration date, etc.) you must submit new information as soon as possible in order for the change to become effective prior to the date of the autopay.

Receipts & Tax Statements

Receipts can be requested or you can print them from you online account. For tax purposes, our FEIN number is 36-6008960.

Illness

Please do not send a sick child to Rec Connection. If they have a communicable disease, please contact the Site Coordinators or Recreation Supervisor IMMEDIATELY. Rec Connection staff reserves the right to refuse any child who shows signs of illness. Your child must be symptom free for 24 hours before returning to Rec Connection. Refunds are not issued for missed days of Rec Connection due to illness.

Absences

If for any reason, your child will be absent from the program, you must notify us. If it is a planned absence, please inform Cheri 2 weeks prior to the day in order to not be charged. If the absence is due to an illness or is a last minute decision, you need to call the Rec Connection attendance line at **847.388.5494**. The school is **not** responsible for calling Rec Connection. Failure to report an absence will result in a \$10 charge to your account. If your child is participating in after school activities it is your responsibility to give the Rec Connection coordinator a list of these activities and schedule.

Times of Program

Our program begins at 6:45am. Children are not to be dropped off prior to that time. Even though staff members are there, they are preparing for the day and cannot be responsible for the children until the program begins at 6:45 am.

All children must be picked up by 6pm. If pick up occurs after 6pm you will be billed \$1.00 per minute for every minute after 6pm. If parent is more than 30 minutes late and we have not heard from you the Mundelein Police Department may be notified. Habitual tardiness may result in a request that your child be asked to leave our program.

Arrivals/Departures

- ALL CHILDREN attending before school Rec Connection must be walked into the program site and signed in.
- Please do not park in the fire lane in front of the building. Please park in the parking lot.
- When you pick up your child, you must enter the building, sign the sign-in sheet, and write down the time. The staff cannot dismiss any child without a parent/guardian or authorized individual coming in to sign the child out. We must account for your child at all times and this policy is critical to maintain your child's safety.
- Unless a parent/guardian provides legal documentation or court orders explaining a custody arrangement (which would need to be brought to the Park District office), both parents will be allowed to pick up their child at any time.
- Please allow sufficient time when picking up your child. Your child is expected to clean up from whatever activity they were engaged in prior to leaving. This is your child's responsibility and your support is greatly appreciated.
- Rec Connection has a "pick up and leave policy". When the person picking up your child arrives, your child needs to get ready to leave at that time. Children need to be signed out promptly. Once a child is signed out they are no longer considered to be under Rec Connection's care.

Authorization for Pick Up

Only those persons listed on your ePACT account may pick up a child. **We will not release any child to an unauthorized person under any circumstances.** If you plan to have your child picked up by someone other than an authorized person, it is necessary to notify the Site Coordinators.

Until we are familiar with the people on your authorized list we will ask for identification before releasing your child. Please inform any individual on your pick up lists to carry identification.

Toys from Home

We ask that your child not bring any toys from home. Rec Connection staff cannot be held responsible for any personal items brought to the program. Each child is responsible for his/her own belongings including electronics.

Use of Electronics

Periodically Rec Connection allows students the privilege of using their personal electronic devices. As such, students and parents are warned that users may, either intentionally or unintentionally, access textual, graphic material that you may deem as inappropriate. Access to the above material is strictly prohibited by the Park District, however, it is impossible for the Rec Connection staff to completely monitor and prevent a student's access to such material. It is, therefore, the responsibility of students and parents to set appropriate standards and controls concerning the access and use of material contained on their electronic devices. Additionally, parents should educate their children that not all families maintain the same standards and that your student should not attend to materials on other students' electronic devices.

Dress

Children must wear shoes at all times.

- Children should wear gym shoes and change their shoes before going to school. This is to protect them from falling and getting hurt while playing sports and active games. During the winter months when your child wears boots please send a pair of gym shoes for inside use.
- Please dress your child for the weather.
- During the winter, weather permitting we still go outside so children need snow pants, hat, boots, and gloves/mittens to go outside.

Snacks

Children will be served a snack every afternoon. If your child has any dietary restrictions, they must be indicated on your ePACT account. Please notify us if any changes occur during the course of the program.

ePACT Network

All waivers, emergency contact & authorized pickup people and medical information will be online with ePACT which is a secure online software network. After registering, each family will receive an email invite request from Mundelein Park & Recreation District to go online with ePACT to setup an account or reconfirm an existing account for your child. Changes could be made to your account anytime.

Emergency Medical & Health Policy

We will always try to provide a safe environment for your child; however, children being children may be injured. In the unlikely event of such an occurrence, the procedure below will be followed:

- Paramedics will be called to handle serious accidents. (i.e. bigger than band aid injuries). They also will be called in the event of any type of head, neck or back injury.
- A call will be made to you to inform you of the situation. If you cannot be reached, we will call the emergency contact person listed on your ePACT account.

- If your child becomes ill while at Rec Connection, we will call you to notify you of the situation. If your child has a fever, is vomiting, or experiencing diarrhea, the site coordinator will contact the parents to pick up the child. A parent or guardian **MUST** pick the child up from Rec Connection as soon as possible. This policy is not only for the protection of your child, but also extends to the other children in the program.

Medication Policy

We prefer not to dispense medication during Rec Connection program hours. In the event a child must have medication, the parent should do the following:

- Communicate the need to the Site Director.
- Put all directions in writing by completing "Medication Dispensing Information Form" and "Permission to Dispense Medication."
- Have medication in **original** container with the child's name, date, name of medication, dosage instructions and physicians name on it.

We reserve the right to refuse to dispense medication.

Communication

On-going and open communication between parents/guardians is essential for a positive experience for each student. Any troubles your child has at school or at home may affect behavior during the program. Please keep us informed of any unusual circumstances so we can be sensitive to your child's needs. The staff would like to work as a team with family and school. Your input is vital to accomplishing this goal. To reach your child's Rec Connection Site, cell phone numbers will be provided to you prior to the start of the program.

As stated on the enrollment agreement, Rec Connection staff and Mundelein School District 75 staff may communicate with each other regarding any issues that may affect the health or safety of your child, or that may affect your child's participation in the program. This is valid for the current school year.

You may email or call Cheri Rehor, Recreation Supervisor at 847.388.5452, crehor@mundeleinparks.org with any question or concerns.

Behavior

All students are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make the children at Rec Connection safe and enjoyable for all students. Additional rules may be developed as deemed necessary by the staff.

Mundelein Park & Recreation District insists that all students comply with a basic behavior code. All students shall:

- Show respect to all students, staff, and volunteers. Students should follow Rec Connection rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other students, or staff.
- Show respect for equipment, supplies and facilities.

Discipline

To insure an enjoyable and safe program, Mundelein Park & Recreation District has developed a discipline plan, which progresses from a verbal reprimand to removal of the child from the program. We feel these guidelines are fair and appropriate for the program. If the child's offense is of an extreme nature, the discipline plan may be disregarded for more serious consequences. Please note: The discipline procedure is for the entire school year.

Oral reprimand: The child is spoken to by the Rec Connection staff. He/she is allowed the potential of three verbal warnings in a given day.

Supervised time-out/Written letter of warning/Parent contact: If the child receives more than three warnings in a day, or the behavior or actions are severe enough, this is noted in writing and given to the Site Director(s) and Recreation Supervisor. The child will also be given a supervised time-out. The time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of activity; seclusion: time-out area with staff member present away from view of the activity). The counselor and/or director will also discuss the child's behavior with their parent(s) or guardian(s).

Letter to Parent(s)/Guardian(s): If the child receives a third written disciplinary report due to his/her behavior, a letter will be sent home explaining their actions and the potential next step.

Suspension from camp: If the child receives a third written disciplinary report due to his/her behavior, a second letter will be sent home explaining their actions as well as the child will be suspended from the program for a length of time to be determined by the directors and Recreation Supervisor. Upon returning to the program, the child, parent/guardian, Rec Connection Staff, Directors, and Recreation Supervisor will meet to discuss the child's continued behavior and possible next step, which is dismissal from Rec Connection.

Dismissal from Rec Connection: After three previous written discipline reports because the action or behavior continues, the child will be dismissed from Rec Connection. This final step is only necessary to insure the well-being of the child, staff and other children.

Special Needs

Special Recreation Association of Central Lake County (SRACLC) works with Mundelein Park & Recreation District to secure one-on-one inclusion aides for students with disabilities or special needs.

Summer

Mundelein Park and Recreation District will offer summer camp programs to accommodate all District 75 children needing care in the summer months.

Fees beyond your regular monthly schedule

- Registration Fee: \$75.00 per child
- Half Day: \$30.00
- Day Off Program: \$50.00
- Pick-up after 6:00: \$1.00 per minute
- Absent Without Notice: \$10.00
- Returned Checks: \$25.00