



**Parent Handbook  
2009-2010**



**Providing exceptional recreation, parks and open  
space opportunities.**

## Contact Information

**E.T. KidZone sites can be contacted directly. Messages should be left as site phones are answered only during hours of operation.**

**Parents/Legal guardians must notify E.T. KidZone staff of their child's absence on a regularly scheduled day. Use the phone numbers listed below. Phone calls will be made if a scheduled child is not in attendance and E.T. KidZone staff has not been notified of an absence. PLEASE NOTIFY SITE OF YOUR CHILD'S ABSENCE IN ORDER TO AVOID UNNECESSARY CALLS.**

<u>E.T. KidZone Sites</u>	<u>Direct Phone Numbers</u>
Briargate School	(847) 639-5361
Deer Path School	(847) 462-8106
Maplewood School	(847) 639-5323
Prairie Hill School	(847) 462-5801
Three Oaks School	(847) 639-4213
Morning Kindergarten E.T. KidZone at Kraus Senior Center	(847) 875-0079*
Afternoon Kindergarten E.T. KidZone at Preschool in Lions Park	(847) 516-4073*

**\*Beginning October 2009 morning and afternoon Kindergarten E.T. KidZone will be relocated to the Cary Park District Community Center. Details and a new direct phone number will be provided at that time.**

Please refer any programming questions to Kathy Hagen at (847) 639-1928.

Please refer any schedule change requests and billing questions to Jan Hyde at (847) 639-6100, ext. 108.

All billing and written correspondence should be sent to:

Cary Park District  
Attn.: Billing Department  
255 Briargate Road  
Cary, IL 60013  
(847) 639-6100



E.T. KidZone is a quality program, operated by the Cary Park District, designed to provide safe and stimulating before and after school programming for the community. Participants enjoy indoor and outdoor free play; planned crafts; games; individual and group activities complemented by monthly themes and daily opportunities for homework, reading or journaling. The program is offered in cooperation with Cary Community Consolidated School District 26.

E.T. KidZone is offered at five District 26 schools: Briargate, Deer Path, Maplewood, Prairie Hill and Three Oaks for participants from kindergarten through sixth grade. Enrollment is on a first come-first served basis. Waiting lists will be started once available space is filled.

This parent handbook has been prepared to provide you with important information. Please read it carefully. Program guidelines may be developed throughout the school year. You will be notified in writing of any such additions or modifications. If you have any questions, feel free to contact Kathy Hagen at (847) 639-1928.

### **Registration Requirements**

Registrations received during the school year may require a two business day wait period before a participant can start the program. This time is necessary to process the registration and notify staff. All requested changes to a child's schedule must be directed to Jan at (847) 639-6100, ext. 108. Parents/legal guardians are responsible for notifying their child's teacher of any schedule change.

If you need to withdraw from the program, a Withdrawal Form must be completed and submitted to the Cary Park District, 255 Briargate Road, Cary, IL 60013. An administrative fee of \$5.00 will be charged to process a withdrawal. **Site staff cannot accept withdrawals.** Withdrawal Forms are available at the Community Center or on the Park District website at [www.carypark.com](http://www.carypark.com).

All program participants must be toilet-trained.

## **Emergency Cards**

Every child must have an emergency card on file prior to participation. A participant without an emergency card on file will not be allowed to attend until such form is received. Please update this information if changes occur during the school year, i.e., new work phone number, cell phone number, etc. It is necessary to provide the most current information in case of emergency. Emergency cards from previous school years will not be accepted.

## **Program Hours**

Program hours vary from school to school. Time is confirmed according to the clock located in the programming room at the school site. The chart below lists program operating times.

School	E.T. KidZone Hours	Morning Kindergarten*	Afternoon Kindergarten**
		E.T. KidZone Hours	E.T. KidZone Hours
Briargate	7-8:45 AM & 3:15-6 PM	6:30 AM-12:30 PM	11:20 AM-6 PM
Deer Path	7-8:45 AM & 3:15-6 PM	6:30 AM-12:30 PM	11:20 AM-6 PM
Maplewood	7-8:45 AM & 3:15-6 PM	6:30 AM-12:30 PM	11:20 AM-6 PM
Three Oaks	7-7:55 AM & 2:30-6 PM	6:30-11:45 AM	10:30 AM-6 PM
Prairie Hill	7-8:45 AM & 3:15-6 PM		

**\*Morning Kindergarten E.T. KidZone is held at the Kraus Senior Center until October 2009 when it will be relocated to the Cary Park District Community Center.**

**\*\*Afternoon Kindergarten E.T. KidZone is held at the Cary Park District Preschool until October 2009 when it will be relocated to the Cary Park District Community Center.**

## **6:30 AM Start Option**

E.T. KidZone offers a 6:30 AM start option. This program is held at the Cary Park District Community Center\*. Upon the conclusion of this program, children will be transported to their school site.

**\* The 6:30 AM start option will be held at the Kraus Senior Center until October 2009 when it will be relocated to the Cary Park District Community Center.**

## **Drop-off and Pick-up**

Your child must be in attendance during the school day in order to participate in E.T. KidZone that same day. Once a child has been picked up by a parent/guardian, the child may not return that day.

Each child participating in morning E.T. KidZone must be walked into the building and signed in. We cannot accept children until the starting program time.

Staff will record all children in attendance at the start of the afternoon program. Parents/Legal guardians must notify staff of their child's absence on a regularly scheduled day. Use the phone numbers located on page 1 of this handbook. Phone calls will be made if your child is not in attendance and staff has not been notified of an

absence. **Please notify site of your child's absence in order to avoid unnecessary calls.**

If a participant has an extracurricular activity at the school site, he/she must report to E.T. KidZone prior to attending the activity. If a child attends an extracurricular activity and does not check-in with E.T. KidZone, he/she will be escorted back to the E.T. KidZone program to do so. Staff will only release the child upon written notification from the parent/legal guardian. Once the extracurricular activity is over, it is the child's responsibility to return immediately to the E.T. KidZone site location.

Children must be signed out of E.T. KidZone each day by an authorized individual. Parents/legal guardians listed on the child's emergency card are considered authorized for pick-up unless documented otherwise on the child's emergency card. Legal documentation may be required if a parent/legal guardian is excluded from pick-up.

A parent/legal guardian must complete a 'Release of Child' form and return it to site staff to authorize additional individuals to pick up his/her child. A child will not be released to an unauthorized individual. In the event a parent/legal guardian cannot be reached and a completed 'Release of Child' form has not been submitted to site staff, contacts listed on a child's emergency card will be called to pick up the child. Staff will ask to see a photo ID of an unidentified person picking up a child.

All school sites must close and be vacated by 6:00 PM. Prompt pick-up of your child is expected. **Late pick-up fee of \$10.00 will be charged for 1-15 minutes after closing and an additional \$5.00 charged for each 5 minutes period beyond 15 minutes.** In the event of a late pick-up, the authorized individual doing pick-up will be asked to sign an acknowledgement form and an invoice for associated late charges will be mailed to the parent/legal guardian. Consistent lateness and/or unpaid late pick-up charges will result in being dropped from the program.

If staff has not been contacted by 6:00 PM:

- 1) Staff will attempt to reach the parent/legal guardian and/or authorized individual indicated on a 'Release of Child' form by phone.
- 2) If unable to reach a parent/legal guardian, staff will call authorized individuals listed on the child's emergency card to pick up the child.
- 3) In the event parents are unobtainable and authorized individuals are not able to pick the child up, police will be notified and the child will be taken into protective custody.

### **Transportation**

Transportation is not included within the E.T. KidZone program except for the 6:30 AM start transportation and kindergarten mid-day transportation detailed below.

- Upon the conclusion of the 6:30 AM E.T. KidZone, children will be transported to their school site for school.

- Upon the conclusion of morning Kindergarten E.T. KidZone, children will be transported to their school site for afternoon kindergarten.
- Following morning kindergarten, children will be transported from their school site to afternoon Kindergarten E.T. KidZone.

### **Emergency School Closing**

E.T. KidZone does follow District 26 school closures. In the event there is no school, the program will not be held. Closing information will be reported on STAR 105.5 FM, the Cary Park District's information line (847) 639-6200, and in the "Weather Update" section of the Park District website, [www.carypark.com](http://www.carypark.com). All of which are updated after 6:00 AM.

### **Activities**

E.T. KidZone provides a variety of activities including: sports, arts and crafts, games, reading, storytelling, music and videos. Active play (outside if possible) as well as quiet time will be provided daily. Please dress your child according to weather conditions. The schedule of activities varies based on the children and the facilities used. There is time for homework; however, it is the child's responsibility to complete homework, whether it is at E.T. KidZone or at home.

### **Lunch/Snack**

All Kindergarten participants must bring a sack lunch including drink each day. Refrigeration is not available.

Children in the afternoon program will receive a snack and drink. The Cary Park District will balance these snacks with healthy snack selections.

Children participating in Day-Off programs must bring a sack lunch including drink each day unless informed otherwise.

Good nutrition and a balanced diet help kids grow up healthy. When packing lunches or snacks, think of healthy snack alternatives including: cheese, lean meats, fresh fruits and vegetables, pretzels, yogurt, whole grain breads, whole grain crackers, popcorn, nuts, naturally sweetened fruit cups, 100% fruit or vegetable juices and water.

### **What Not To Bring**

Children are not allowed to bring personal items other than those which are school related. Personal items include, but are not limited to: skateboards, roller blades, hand held video games, iPods/MP3 players, toys, sporting equipment, pets or any violence related item. If personal items are brought to the program, children will be instructed to keep them inside their backpacks. Parents will be informed of dates when exceptions to this rule apply.

## **Lost & Found**

Label your child's belongings including: backpacks, mittens, hats, etc. A lost and found will be incorporated with the school site's lost and found. Cary Park District and its staff are not responsible for damaged, lost, or stolen items.

## **Days Off School**

E.T. KidZone offers Day-Off programs on most days off school for an additional fee. Monthly newsletters are posted on the Park District website, [www.carypark.com](http://www.carypark.com), and sent home with invoices. They will include a sign-up form for Day-Off programs along with information on dates, activities, and fees for the following month.

If you would like to register your child(ren) for Day-Off programming, please submit the sign-up form with the appropriate fee to the Cary Park District Community Center. Deadlines for Day-Off programs will be strictly followed. Space is limited and filled on a first come-first served basis.

Refunds will not be issued for Day-Off programming. If a child is withdrawn from a Day-Off program, a credit to his/her account (less the withdrawal fee) will be issued up to one week (seven days) prior to the Day-Off program, after which no credit will be given.

## **Communication**

Communication between staff and parents is very important. It is essential that you inform us of any changes in your child's daily routine - problems at home, school, etc. as they may affect behavior during E.T. KidZone.

## **Illness**

Staff has the authority to refuse any child who shows signs of illness. If a child has been home due to illness, he/she must be symptom free for 24 hours before returning to the program. In case of contagious disease, please notify staff immediately for the health and safety of all program participants. We appreciate your cooperation.

## **Medication**

Program registration forms provide the opportunity for a parent/legal guardian to note any special accommodation including medication needs of a participant. Medication will not be administered during E.T. KidZone by Park District staff. If special accommodations are medication related, please contact Kathy Hagen at (847) 639-1928 prior to the beginning of the program.

## **Special Needs**

It is the responsibility of the parent/legal guardian to notify the Cary Park District E.T. KidZone Coordinator at the time of registration if your child requires special accommodations in order to be successful in the program, i.e., behavior plans, specialized equipment, etc. E.T. KidZone does work closely with NISRA (Northern Illinois Special Recreation Association) to ensure a smooth inclusion.

## **ADA**

The Cary Park District complies with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. The Park District will make reasonable accommodations in recreation programs to enable participation by an individual with a disability who meets essential eligibility requirements for that program. Certain requests for accommodation fall outside the scope of the ADA. Specifically, Title II of the ADA provides that public recreation providers are not required to provide people with disabilities with personal or individually prescribed devices or to provide services of a personal nature. Regretfully, the Cary Park District does not provide such personal services. If you have questions regarding the Park District's ADA policy, or believe you have been unfairly discriminated against in the provision of programs, services or activities of the Cary Park District, please call Dan Jones at (847) 639-6100.

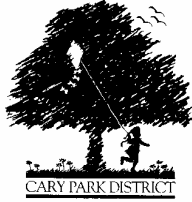
## **Photographs**

Pictures or videos may occasionally be taken of program participants and family members. These pictures are used for historical and marketing purposes and will remain the property of the Cary Park District. By registering for the program, you have granted us permission to use your images. If you do not wish to have your child photographed or videotaped, please submit your request in writing to the Cary Park District Community Center.

## **Website Information**

The Cary Park District website, [www.carypark.com](http://www.carypark.com), is your 24/7 information source on everything the Park District has to offer. There you can view the seasonal brochures, download forms, contact Board and staff, view upcoming events and find information about all our parks, facilities and recreational programs.

The E.T. KidZone section contains information about the program including fees, the parent handbook, and forms. The bulletin board will contain copies of monthly newsletters and other information on the program.



## **E.T. KidZone DISCIPLINE GUIDELINES for the 2009/2010 SCHOOL YEAR**

Participants are expected to always exhibit appropriate behavior. As with any large group of children, rules of discipline must be enforced by Cary Park District Staff. We ask that you, as parents, go over this information with your children so they are aware of the consequences of unacceptable behavior. Below are rules that all E.T. KidZone participants must adhere to at all times.

*Please discuss these rules and disciplinary guidelines with your child.*

### **FIVE BASIC E.T. KidZone RULES:**

**1. Stay with the group. 2. Respect property. 3. Keep hands to yourself. 4. Speak kindly. 5. Cooperate with staff.**

### **SAFETY RULES INCLUDE:**

**Stay seated during snack. No balls or running in cafeteria. Stay in designated areas only. Always stay visible to staff. Observe other safety precautions as determined by staff.**

### **CONSEQUENCES FOR IMPROPER BEHAVIOR DURING E.T. KidZone:**

- If a participant is not following rules, he/she will be given two verbal warnings or time-outs. Upon receipt of a third verbal warning or time-out, the participant will receive a **WRITTEN BEHAVIOR REPORT** or 'write-up'. His/her parent/legal guardian must sign this 'write-up', and it will be kept on file with the E.T. KidZone Coordinator.
- If a participant displays behavior which is physically violent, aggressive or outright defiant, he/she will receive an automatic 'write-up' without two verbal warnings.
- If a participant receives three written behavior reports in a 30 day period, a behavior meeting with staff, E.T. KidZone Coordinator, parent/legal guardian and child will be scheduled. This participant will then be placed on a Behavior Chart for two weeks.
- If the participant receives one 'write-up' during the Behavior Chart period, he/she will be suspended for one week.
- Upon return from this suspension, or following the Behavior Chart period, should the participant acquire another three 'write-ups' in a 30 day period, he/she will NOT receive another Behavior Chart period, but will be immediately suspended from E.T. KidZone for one week.
- Following this period of suspension, if another three 'write-ups' are received within a 30 day period, the child will be removed from E.T. KidZone for the remainder of the school year.
- Refunds or credits will not be issued for suspensions or removal from the program.

*Cary Park District reserves the right to immediately suspend or expel any child whose actions are seen as detrimental to the E.T. KidZone program.*

## PAYMENT POLICIES

An invoice and newsletter is mailed each month to all E.T. KidZone families. The invoice states the base tuition which does not include days off school. An additional invoice will be sent for each Early Release Day that your child attends. See page 12 for details.

THE FIRST TUITION PAYMENT IS DUE UPON REGISTRATION. OTHERWISE TUITION IS DUE BY THE 15<sup>TH</sup> OF EACH MONTH. Any payments received after the 20<sup>th</sup> will be considered delinquent and your account will be charged a \$15.00 late fee. Any returned checks due to non sufficient funds (NSF) will be assessed a \$25.00 fee. If your account becomes 30 days late, your child will be immediately dropped from the program. The past due amount and current tuition payment will be due before your child can re-enter the program.

Tuition payments will be modified according to changes made to a child's schedule. One change per family to your regular schedule may be made per month without a processing fee. Subsequent changes during the same month will incur a processing fee of \$7.00 per change.

PLEASE KEEP YOUR ACCOUNT CURRENT. Payment is to be submitted with the bottom half of your invoice. This must be included to insure proper application of payment. Please include your family I.D. # (located on your invoice) on all correspondence, including payments. KEEP the top half of your invoice as your receipt. This receipt along with your cancelled check should serve as support for your enrollment in the program. **Year-end statements will be issued upon request only.**

If you would like to register your child(ren) for Day-Off programming, please submit the sign-up form with the appropriate fee to the Cary Park District Community Center. Sign-up forms are included on the monthly newsletters. Refunds will not be issued for Day-Off programming. If a child is withdrawn from a Day-Off program, a credit to his/her account (less the withdrawal fee) will be issued up to one week (seven days) prior to the Day-Off program, after which no credit will be given.

Day-Off programs are not offered for all School District 26 days off school. A complete E.T. KidZone calendar is included in this handbook.

No credit or refund will be given for non-attendance due to vacation or other personal reasons.  
No credit or refund will be given for school calendar changes or revisions.  
No credit or refund will be given if your child is suspended from the program.

MAIL OR DROP OFF PAYMENTS TO CARY PARK DISTRICT, 255 BRIARGATE ROAD, CARY, IL 60013. Payments may also be placed in the drop box located at the curb in front of the Cary Park District Community Center. If payment is cash, please drop off this payment to the Cary Park District front desk and receive a receipt for validation. The Cary Park District is not responsible for any cash payment that is mailed, dropped off in the drop box or not validated by a receipt.

QUESTIONS ABOUT BILLING AND PAYMENTS SHOULD BE DIRECTED TO JAN AT (847) 639-6100, ext. 108.

**E.T. KidZone PAYMENT SCHEDULE FOR SY 2009-2010**

<b><u>DATES OF SERVICE FOR E.T. KidZone</u></b>	<b><u>PAYMENT DUE DATE</u></b>
August 25 – September 22, 2009	At Registration
September 23 – October 22, 2009	September 15, 2009
October 23 – November 19, 2009	October 15, 2009
November 20 – January 7, 2009/2010	November 15, 2009
January 8 – February 10, 2010	December 15, 2009
February 11 – March 11, 2010	January 15, 2010
March 12 – April 15, 2010	February 15, 2010
April 16 – May 13, 2010	March 15, 2010
May 14 – End of School Year	April 15, 2010

**\*NOTE\***

TUITION DOES NOT INCLUDE DAY-OFF  
PROGRAMS, i.e., HOLIDAYS, TEACHER INSTITUTE DAYS, ETC.



# E.T. KidZone CALENDAR 2009-2010 SCHOOL YEAR

## **August**

25, Tuesday  
26, Wednesday

Early Release Day – Please refer to Early Release schedule variation information on page 12.  
First day of Kindergarten, A.M. & P.M. Kindergarten E.T. KidZone available.

## **September**

7, Monday  
16, Wednesday

Labor Day - NO SCHOOL/NO E.T. KidZone.  
Early Release Day – Please refer to Early Release schedule variation information on page 12.

## **October**

9, Friday  
12, Monday  
26, Monday

Teacher Institute - NO SCHOOL – E.T. KidZone Day-Off program will be available.  
Columbus Day - NO SCHOOL – E.T. KidZone Day-Off program will be available.  
**E.T. KidZone Open House Parties 4:30 – 6:00 P.M. (Parents are invited to join the festivities!)**

## **November**

4, Wednesday  
23-24, Monday-Tuesday  
25, Wednesday  
26-27, Thursday-Friday

Early Release Day – Please refer to Early Release schedule variation information on page 12.  
Parent/Teacher Conference - NO SCHOOL – E.T. KidZone Day-Off program will be available.  
Non-Attendance Day - NO SCHOOL – E.T. KidZone Day-Off program will be available.  
Thanksgiving Vacation – NO SCHOOL/NO E.T. KidZone.

## **December**

21-31, Monday-Thursday

Winter Break - NO SCHOOL – E.T. KidZone Day-Off program will be available on:  
Monday 12/21, Tuesday 12/22, Wednesday 12/23, Monday 12/28, Tuesday 12/29 & Wednesday 12/30.

## **January**

1, Friday  
18, Monday  
19, Tuesday

Winter Break - NO SCHOOL/NO E.T. KidZone.  
Martin Luther King Day- NO SCHOOL – E.T. KidZone Day-Off program will be available.  
Teacher Institute – NO SCHOOL – E.T. KidZone Day-Off program will be available.

## **February**

4-5, Thursday-Friday  
15, Monday

Parent/Teacher Conference - NO SCHOOL – E.T. KidZone Day-Off program will be available.  
President's Day - NO SCHOOL – E.T. KidZone Day-Off program will be available.

## **March**

17, Wednesday  
29-31, Monday-Friday

Early Release Day – Please refer to Early Release schedule variation information on page 12.  
Spring Break - NO SCHOOL – E.T. KidZone Day-Off program will be available.

## **April**

1-2, Thursday-Friday  
21, Wednesday

Spring Break - NO SCHOOL – E.T. KidZone Day-Off program will be available on Thursday 4/1.  
Early Release Day – Please refer to Early Release schedule variation information on page 12.

## **May**

14, Friday  
Dates TBA  
31, Monday

Early Release Day – Please refer to Early Release schedule variation information on page 12.  
Kindergarten Full Day Experience – Regular AM and PM E.T. KidZone is available for full-day experience date. E.T. Day-Off program will be available for Kindergarten E.T. KidZone participants on non-attendance date.  
Memorial Day – NO SCHOOL/NO E.T. KidZone.

*E.T. KidZone follows the District 26 school calendar. E.T. KidZone will continue through the last full day of school.*

Please view monthly E.T. KidZone News mailed with your billing statements. This will notify you of upcoming Day-Off program information, registration deadlines, exact locations and field trip details.



## E.T. KidZone Schedule Variation on Early Release Days

On selected days, School District 26 will have Early Release Days. E.T. KidZone participants who are enrolled on these days will experience a change in the normal E.T. KidZone routine, as explained below.

### E.T. KidZone:

**Morning E.T. KidZone** – Will be held as usual.

**Afternoon E.T. KidZone** – Will be available from the time school is let out until 6:00 PM for children who are regularly scheduled to attend the afternoon program on the designated Early Release Day. Children must be in attendance at school to participate in the program on Early Release Days. *Please send a sack lunch with drink.* An invoice for an additional \$10\* will be sent each time your child attends the program on an Early Release Day.

\*There will be no charge for the Early Release Day on Tuesday, August 25, 2009 – First day of school.

### Kindergarten E.T. KidZone:

**Morning Kindergarten E.T. KidZone** – WILL NOT BE HELD. There are no afternoon kindergarten classes on Early Release Days.

*When morning Kindergarten classes are in attendance on Early Release Days:*

**Afternoon Kindergarten E.T. KidZone** – Will be handled differently than usual. Children will not be bussed to the afternoon Kindergarten program location following their school day. If your child is regularly scheduled for the afternoon Kindergarten program on the designated Early Release Day, he/she is welcome to stay at their school and participate in the afternoon program from the time school lets out until 6:00 PM. Children must be in attendance at school to participate in the program on Early Release Days. *Please send a sack lunch with drink. **Please notify Kathy Hagen, E.T. KidZone Coordinator, at 847-639-1928 if your child will be attending afternoon E.T. KidZone at their school site on an Early Release Day.***

<u>E.T. KidZone Sites</u>	<u>Direct Phone Numbers</u>
Briargate School	(847) 639-5361
Deer Path School	(847) 462-8106
Maplewood School	(847) 639-5323
Prairie Hill School	(847) 462-5801
Three Oaks School	(847) 639-4213

For further information please contact  
Kathy Hagen, E.T. KidZone Coordinator, at 847-639-1928.