



**E.T.
KidZone!**

**Parent Handbook
2011–2012**



**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
Three Oaks School	(847) 639-4213
Kindergarten (held at the Community Center)	(847) 639-6100 X122

Please refer any programming questions to Erica Hedlund at (847) 639-6100 ext. 117.

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 Program

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. Children 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 three District 26 schools: Briargate, Deer Path, and Three Oaks for children in 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 added or modified 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 Erica Hedlund at (847) 639-6100 ext. 117.

Registration Requirements

Registrations received during the school year may require a two business day wait period before a child 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.

All children enrolled in E.T. KidZone must be toilet-trained.

Emergency Cards

Every child must have an emergency card on file prior to participation. A child without an emergency card on file will not be allowed to attend until this 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

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

<u>SCHOOL</u>	<u>E.T. KIDZONE HOURS</u>
Briargate	7-8:45 AM & 3:30-6 PM
Deer Path*	7-8:45 AM & 3:30-6 PM
Three Oaks	7-8:45 AM & 3:30-6 PM

*Cary Junior High 6th graders may attend E.T. KidZone at Deer Path in the afternoon.

KINDERGARTEN E.T. KIDZONE HOURS

AM (for afternoon kindergarteners) – held at the Community Center	7:00 AM-12:30 PM
PM (for morning kindergarteners) – held at the Community Center	11:35 AM-6 PM

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 your child 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 5-15 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 with the following exceptions:

- Upon the conclusion of morning Kindergarten E.T. KidZone, children will be transported to their school site for afternoon kindergarten classes.
- Following morning kindergarten classes, children will be transported from their school site to afternoon Kindergarten E.T. KidZone at the Community Center.
- Sixth graders attending E.T. KidZone at Deer Path school will be transported from the Jr. High in the afternoon.

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. 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

Children in the Kindergarten E.T. KidZone program 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 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. Lunch options may be restricted in the event of an E.T. KidZone participant food allergy. Parents will be notified in this case.

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.

Day-Off School Programs

Cary Park District offers Day-Off School programs to all District 26 elementary children as well as local private schools. Children enrolled in E.T. KidZone are eligible to sign up for Day-Off School programs at a reduced fee. Please refer to the calendar at the back of this handbook for specific dates. Day-Off School program activity information, fees and registration information will be mailed monthly to E.T. KidZone participant families and will also be posted on the Park District website at www.carypark.com.

If you would like to register your child(ren) for Day-Off School programming, please submit the registration form with the appropriate fee to the Cary Park District Community Center. Deadlines for Day-Off School 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 School programming. If a child is withdrawn from a Day-Off School program, a credit to his/her E.T. KidZone account (less the withdrawal fee) will be issued up to one week (seven days) prior to the Day-Off School 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 Erica Hedlund, Program Manager at (847) 639-6100 ext. 117 prior to the beginning of the program.

Special Needs

It is the responsibility of the parent/legal guardian to notify the Program Manager 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, 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, forms and Day-Off School information. The bulletin board will contain copies of monthly newsletters and other information on the program.



E.T. KidZone DISCIPLINE GUIDELINES for the 2011/2012 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 Program Manager.
- 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, Program Manager, 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.

THE FIRST TUITION PAYMENT IS DUE UPON REGISTRATION. OTHERWISE TUITION IS DUE BY THE 15TH OF EACH MONTH. Any payments received after the 20th 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.

Day-Off School program (refer to page 5) registration and fees may be submitted with monthly tuition, and must be received by the registration deadline posted in monthly newsletters and on the website.

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 \$10.00 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.**

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. Payments may NOT be given to E.T. KidZone staff members at school sites.

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

E.T. KidZone PAYMENT SCHEDULE FOR SY 2011-2012

<u>DATES OF SERVICE FOR E.T. KidZone</u>	<u>PAYMENT DUE DATE</u>
August 24 – September 21, 2011	At Registration
September 22 – October 21, 2011	September 15, 2011
October 24 – November 18, 2011	October 15, 2011
November 28 – January 6, 2011/2012	November 15, 2011
January 9 – February 6, 2012	December 15, 2011
February 7 – March 8, 2012	January 15, 2012
March 9 – April 13, 2012	February 15, 2012
April 16 – May 11, 2012	March 15, 2012
May 14 – End of School Year	April 15, 2012

NOTE

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



E.T. KidZone CALENDAR 2011-2012 SCHOOL YEAR

August

24, Wednesday
25, Thursday

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

September

5, Monday

Labor Day - NO SCHOOL/NO E.T. KidZone.

October

7, Friday
10, Monday

Teacher Institute - NO SCHOOL – E.T. KidZone Day-Off School program will be available.
Columbus Day - NO SCHOOL – E.T. KidZone Day-Off School program will be available.

November

21-22, Monday-Tuesday
23, Wednesday
24-25, Thursday-Friday

Parent/Teacher Conference - NO SCHOOL – E.T. KidZone Day-Off School program will be available.
Non-Attendance Day - NO SCHOOL – E.T. KidZone Day-Off School program will be available.
Thanksgiving Vacation – NO SCHOOL / NO E.T. KidZone.

December

19-30, Monday
- Friday

Winter Break - NO SCHOOL – E.T. KidZone Day-Off School program will be available on:
Mon. 12/19, Tues. 12/20, Wed. 12/21, Thurs. 12/22, Mon. 12/26, Tues. 12/27, Wed. 12/28, & Thurs. 12/29

January

16, Monday

Martin Luther King Day- NO SCHOOL – E.T. KidZone Day-Off School program will be available.

February

16-17, Thursday-Friday
20, Monday

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

March

26-30, Monday-Friday

Spring Break - NO SCHOOL – E.T. KidZone Day-Off School program will be available.

April

6, Friday

Non-Attendance Day - NO SCHOOL – E.T. KidZone Day-Off School program will be available.

May

28, Monday

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 the Early Release Day

On the first day of school, School District 26 will have an Early Release Day. E.T. KidZone participants who are enrolled on this day 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 the Early Release Day. *Please send a sack lunch with drink.*
*There will be no additional charge for the Early Release Day on Wednesday, August 24, 2011 – First day of school.

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

For further information please contact
Erica Hedlund, Program Manager, at 847-639-6100 ext. 117.