



Parent Handbook 2023-2024



WELCOME

Welcome to the Cary Park District ET KidZone program. ET KidZone is a quality before and after school program designed to provide a safe and engaging environment for Kindergarten and Elementary school children in Cary School District 26. ET KidZone participants will enjoy independent and organized activities in a supervised setting. Children will have the opportunity for indoor and outdoor play, activities such as crafts, group games, and table activities, and time for homework and reading.

CONTACT INFORMATION

<u>ET KidZone Site</u>	<u>Phone Number*</u>
Briargate Elementary (1 st -5 th).....	
Deer Path Elementary (1 st -5 th).....	
Oak Knoll Early Childhood Center (K).....	
Three Oaks Elementary (1 st -5 th).....	

Phone numbers will be updated before the school year begins



Please note all ET KidZone sites will have cell phones.
Parents/guardians are responsible for notifying the ET
site of any absences. Calls, voicemails, or text messages
will be accepted for reporting an absence.

**Please refer any ET KidZone questions to Courtney Fejedelem at
847-639-6100, extension 118 or cfejedelem@carypark.com.**



PROGRAM INFORMATION

The ET Kidzone program is offered in cooperation with Cary Community Consolidated School District 26. The program is offered at four District 26 schools: Briargate Elementary, Deer Path Elementary, Oak Knoll Early Childhood Center, and Three Oaks Elementary for participants in Kindergarten through 5th grade. Enrollment is on a first come-first served basis. Waiting lists will be started once the available space is filled.

This parent handbook has been prepared to provide you with important information about ET KidZone and Day Off School programs. Please read it carefully, as this is updated annually.

REGISTRATION

Registration for the ET KidZone program will open on Monday, June 19, 2023 and Early Bird registration will run until July 2, 2023. Families will receive a 20% discount during Early Bird registration.

2023-2024 Fees:

- \$10.50/morning
- \$15.00/afternoon
- \$31.00/Early Release Day

Any registrations received during the school year will require a three-business day wait period before a participant can start the program. This time is necessary to process the registration and notify staff.

NEW - SCHEDULE CHANGES & WITHDRAWS

ET KidZone will continue to allow flexible scheduling options to meet families' individual needs. However, schedule changes will need to be submitted in writing, via email, to the Program Manager by the 25th of each month for the upcoming month.

All withdraws from the program must be submitted to the Program Manager on a Withdraw Form that can be found at www.carypark.com under the Forms tab.

Refunds or credits will not be given for missed days due to illness, vacation, or changes in schedules that are not submitted in writing by the 25th of each month.

The Program Manager sends ET KidZone monthly attendance to the school offices on the 1st of each month. Parents/guardians are responsible for notifying the ET KidZone site and the school office/teacher of any schedule changes or absences after the 1st of each month. Please refer to the Absence Reporting section for specifics.



REQUIRED FORMS

Every child attending the ET KidZone must have a completed Emergency Card prior to participation in the program. Participants will not be able to attend the program without an Emergency Card on file. If any information changes during the school year (ie. address, work/cell phone, etc.), the parent/guardian is responsible to make the updates and submit a new form. It is necessary for the staff to have the most current contact information in case of an emergency. Emergency Cards from previous years or other programs within the Park District will not be accepted.

Parents/guardians will need to sign the ET KidZone Program Waiver upon registering their child(ren) in the program.

All participants and parent/guardians will need to review and sign the Behavior Code of Conduct prior to participation in the program.

The Emergency Card has a section to include additional Authorized Pick-up Individuals (beyond the parent/guardians listed). If there is a need to add more Authorized Pick-up Individuals, a Release of Child Form will need to be completed and turned in to the ET KidZone site.

All of these forms can be found at www.carypark.com under the Forms tab.

PAYMENT POLICIES

ET KidZone payments are due on the 1st of each month from September through June. The first month's payment is due upon registration.

You will have the option to sign up for an Automatic Payment Plan that will charge your credit/debit card or bank account on the 1st of each month. If you do not sign up for the Automatic Payment Plan, you will be responsible for making monthly payments on the 1st of each month.

Please keep your account current. If payment is not received by the 6th of each month, your account will be charged a \$20.00 late fee. Additionally, if your account becomes 15 days late, your child will be immediately withdrawn from the ET KidZone program. The past due amount will be due by 5:00pm on the 16th of the month in order for your child(ren) to remain in the program. Registration for additional Park District programs will not be accepted if you carry a balance on your family account.

Payments may not be given to ET KidZone staff members at the school sites. Any returned checks due to non-sufficient funds (NSF) will be assessed a \$35.00 fee. Credits/refunds will not be given if your child is suspended from the program or for missed days due to illness, vacation, or changes in schedules that are not submitted in writing by the 25th of each month.



Payments can be made in the following ways:

1. Drop off or place in the drop box at the Community Center (255 Briargate Rd.). Cash payments should be brought to the front desk for a receipt.
2. Log into your Cary Park District account and make the payment online.
 - a. Accounts can be created by going to www.carypark.com and clicking "register online" on the top right of the homepage.
3. Call the Community Center at 847-639-6100 and provide a credit card over the phone.

PROGRAM HOURS & LATE PICK-UP

ET KidZone operates at all sites from 7:00-8:30am (morning hours) and 3:30-6:00pm (afternoon hours). Time is confirmed according to the clock located in the programming room at the school site.

All ET KidZone sites will promptly close at 6:00pm. Pick-up of your child is expected at or before 6:00pm. In the event of a late pick-up, the parent/guardian or authorized individual doing the pick-up will be asked to sign an acknowledgement form and the associated fees will be added to the families' account. Late fees cannot be paid at the ET KidZone site. Consistent lateness and/or unpaid late pick-up fees will result in removal from the program.

If the ET KidZone staff have not been contacted by 6:00pm the following steps will be taken:

1. Staff will first attempt to reach the parent/guardian listed on the Emergency Card by phone.
2. If unable to contact a parent/guardian, staff will call authorized pick-up individuals listed on the Emergency Card to pick-up the child.
3. In the event the parent/guardian is unobtainable and authorized pick-up individuals are not able to pick-up the child, police will be notified and the child will be taken into protective custody.

Late pick-up fees are as follows:

- 6:00-6:05pm = \$5.00
- 6:06 and later will be charged at \$1.00/minute

ARRIVAL & DEPARTURE

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

Children attending Morning ET KidZone must be walked into the building and signed in. ET staff will not accept children before 7:00am. Children will be dismissed to school when the bell rings at 8:30am.



Children attending Afternoon ET KidZone will walk to the ET location at school dismissal and the ET staff will record all children in attendance.

If a participant has an extracurricular activity at the school site during program hours, they must report to the ET KidZone site first prior to attending the activity. If a child attends the extracurricular activity and does not check in with the ET KidZone staff first, they will need to leave the extracurricular activity to check in with the ET staff. Once the activity is over, the child is responsible to immediately return to the ET KidZone location and notify the staff of their return.

Children must be signed out of ET KidZone each day by an authorized individual. Parents/guardians and other individuals listed on the child's Emergency Card and/or Release of Child form are considered authorized for pick-up. Legal documentation may be required if a parent/guardian is excluded from pick-up. Children will not be released to an unauthorized individual (ie. anyone not on the Emergency Card or Release of Child forms).

ABSENCE REPORTING

ET staff will expect your child on their scheduled days. If your child is absent from school or will not be attending ET on a scheduled day, it is the parents/guardians responsibility to notify the ET staff via a call, voicemail, or text to the site phone. When reporting an absence, please indicate your name, your child's name, and the date of the absence. Phone calls will be made if your child is not in attendance and ET staff have not been notified of an absence. Please notify the ET KidZone site of your child's absence in order to avoid unnecessary phone calls.

It is the parents/guardians responsibility to notify the school office/teacher if a child will not be attending ET on their scheduled day. The Program Manager sends ET KidZone monthly attendance to the school offices on the 1st of each month. Any absences or changes after the 1st of the month will need to be reported to the ET site and the school office/teacher.

DAILY ACTIVITIES

ET KidZone participants will enjoy independent and organized activities in a supervised setting. Children will have the opportunity for indoor and outdoor play, activities such as crafts, group games, table activities, and time for homework and reading.

A snack will be offered each afternoon upon arrival to the program. If your child has food allergies or dietary restrictions, please send a snack from home.

If a child chooses to use their school-issued iPad during the program, they must follow school district guidelines when using the device. ET staff will monitor what children are doing on their iPads and may redirect or ask them to put a device away if it is being used inappropriately.



EMERGENCY SCHOOL CLOSING

ET KidZone follows District 26 school closures. In the event there is no school, the program will not be held. Closing information will be reported on the “Rainout Line” section on the park district website, www.carypark.com.

SCHOOL IMPROVEMENT ½ DAYS

Afternoon ET KidZone will open when school dismisses at 12:00pm (noon) on District 26 School Improvement ½ Days. Participants enrolled on these days will need to bring a sack lunch (school lunch is NOT available on these days). A snack will be offered at 3:30pm and the program will close at 6:00pm similar to a regular ET day.

There are no changes to Morning ET KidZone on these days.

DAY-OFF SCHOOL PROGRAM

Day-Off School programs will be offered on select days when school is not in session. The Day-Off School programs are held at the Cary Park District Community Center and are open from 7:00am-6:00pm. The Day-Off School Programs will be a mix of scheduled field trips and/or on-site activities. These programs have a separate registration and payment and will be advertised through the park district website, social media, and through email.

Space is limited for these programs and filled on a first come-first served basis. In the event of a registration cancellation, a credit to your park district account will be given up to one week’s prior notification to the day of the event. Refunds will not be granted for Day-Off School Programs.

Please refer to the ET KidZone calendar in the back of this handbook for Day-Off School Program dates for the 2023-2024 school year.

ILLNESS GUIDELINES

ET KidZone adheres to the same illness guidelines as the school district. If a child becomes ill during the ET program, staff will call parent/guardian for immediate pick-up. If a child is experiencing any of the following symptoms, the child should be kept home:

- Fever of 100 degrees or more
- Vomiting
- Diarrhea
- Severe congestion
- Red and watery eyes with crusting or drainage
- Any other contagious illnesses (strep throat, mono, COVID, etc.)

If a child is kept home due to illness, they must be symptom and fever-free for 24 hours without medication before returning to the program.



BEHAVIOR CODE OF CONDUCT

The ET KidZone Behavior Code of Conduct is included in this handbook and is one of the required forms for participation in the program. Behavior expectations are as follows:

- Show respect to staff, other children, property, equipment, and facilities
- Take direction from staff and show cooperation with group activities/daily schedule
- Refrain from bullying, teasing, or verbally aggressive behaviors
- Refrain from deliberately causing harm to others by displaying physically aggressive behaviors
- May not leave the program area (whether indoors or outdoors) without permission
- Be responsible for their own actions and understand that irresponsible behavior will result in disciplinary action

Parents/guardians are expected to review the Code of Conduct with their child(ren) prior to participating in the ET KidZone program. Communication between staff and parents/guardians is important. It is important for you to inform us of any changes in your child's daily routine or any challenges your child may have at home, school, etc. as it may affect behavior during the ET KidZone program.

AMERICANS WITH DISABILITY ACT

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 the essential eligibility requirements for that program. Certain requests for accommodation fall outside the scope of the ADA. Specifically, Title II of the ADA includes that public recreation providers are not required to provide individuals with disabilities with personal or individually prescribed devices or to provide services that are personal in nature. If you have questions regarding the Park Districts 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.

ACCOMMODATIONS

It is the responsibility of the parent/guardian to notify the Program Manager at the time of registration if their child requires accommodations to participate in the ET KidZone program. There is space on both the registration form and Emergency Card to indicate if accommodations are needed for successful participation. Once accommodations are indicated on the ET KidZone registration forms, the Program Manager will contact the parent/guardian to gather additional information about the child's needs. The Cary Park District works closely with the Northern Illinois Special Recreation Association (NISRA) to provide appropriate supports for a smooth inclusion.

Please note that IEP's, BIP's, and 504 Plans are not mandated by law in the recreation setting. Every effort will be made to accommodate participants in the ET KidZone program, however, the ET Behavior Code of Conduct must be followed to ensure everyone's safety and enjoyment.



MEDICATION

Program registration forms provide the opportunity for a parent/guardian to note any special accommodations needed, including medication needs of a child. Medication will not be administered during the program by park district staff. If special accommodations are medication related, please contact the Program Manager prior to starting the ET KidZone program.

WHAT NOT TO BRING

Children should not bring personal items other than those which are school related. If personal items are brought to the ET KidZone program, children will be asked to keep them in their backpacks. Cary Park District and its employees are not responsible for lost, stolen, or damaged items.

Possession of weapons, anything interpreted as such, or any other violence related items will not be tolerated. Cary Park District reserves the right to immediately suspend or expel any child whose actions are seen as detrimental to the ET KidZone program. As the program takes place within a Cary Community Consolidated School District 26 facility, school district policy on student discipline may supersede Park District discipline guidelines.

PHOTOS & VIDEO

Photos and video footage are periodically taken of participants in a program, during a special event, or in the Park District's parks and facilities. Please be aware that by registering for Park District programs and activities or by using the Park District's parks and facilities you agree that any photograph or video taken by the Park District may be used by the District for promotional purposes including print and electronic media without further permission and without any compensation to you. All photos/videos are property of the Park District.

For further information about the ET KidZone program, please contact Courtney Fejedelem, Program Manager, at 847-639-6100, ext. 118 or cfejedelem@carypark.com.

The Cary Park District website, www.carypark.com, is your 24/7 information source on everything the Park District has to offer.



E.T. KidZone & Day-Off School Program

BEHAVIOR CODE OF CONDUCT

Although the Cary Park District recognizes that misbehavior is part of a child's developmental process, behavior guidelines and expectations are put in place to address more severe and/or continuous behavior difficulties. The primary goal of the behavior expectations is to provide a safe and respectful environment for the children, staff, and parents/guardians. ***Please review the following behavior expectations with your child prior to attending the ET KidZone or Day-Off School program:***

BEHAVIOR EXPECTATIONS:

- Show respect to staff, other children, property, equipment, and facilities
- Take direction from staff and show cooperation with group activities/daily schedule
- Refrain from bullying, teasing, or verbally aggressive behaviors
- Refrain from deliberately causing harm to others by displaying physically aggressive behaviors
- May not leave the program area (whether indoors or outdoors) without permission
- Be responsible for their own actions and understand that irresponsible behavior will result in disciplinary action

A positive approach will be used in regard to discipline. E.T. KidZone staff will try to accomplish this through redirecting the child, using positive reinforcements, providing motivation, and leading by example. The E.T. KidZone staff may develop additional rules for each site as they see necessary. E.T. KidZone staff will work closely with parents/guardians and the Program Manager to work towards positive and safe behavior within the program.

THE FOLLOWING STEPS WILL BE TAKEN:

1. Verbal Warning (depending on severity, several warnings may be given)
2. If Verbal Warnings are given and the behavior continues, a written Behavior Report will be given. Behavior Reports will need to be signed by the parent/guardian.
3. Behaviors that warrant an immediate written Behavior Report can include physically aggressive, outright defiant, or behavior that endangers the safety of self or others.
4. After three (3) written Behavior Reports the participant will be suspended from E.T. KidZone for an appropriate amount of time. A meeting will be scheduled with the parent/guardian and the Program Manager prior to the child's return.
5. If upon return the behavior continues, the child will be removed from the E.T. KidZone program for the remainder of the school year.

*Cary Park District reserves the right to immediately suspend or remove any participant whose actions are seen as severe and/or detrimental to the E.T. KidZone program. Each situation will be evaluated on its own merit. **Refunds or credits will not be issued for suspensions or removal from the program.***

As E.T. KidZone takes place within a Cary School District 26 facility, school district policy on student discipline may supersede the Cary Park District Behavior Code of Conduct.





ET KidZone CALENDAR 2023-2024 SCHOOL YEAR

August	23 Wednesday	First Day of School & ET KidZone
September	4 Monday 13 Wednesday	Labor Day – NO SCHOOL / NO ET KidZone School Improvement Day (1/2 Day) – Afternoon ET KidZone open 12:00-6:00 pm
October	6 Friday 9 Monday 31 Tuesday	Teacher Institute Day-No School – ET KidZone Day-Off School Program available Columbus Day-No School – ET KidZone Day-Off School Program available School Improvement Day (1/2 Day) – Afternoon ET KidZone open 12:00-6:00 pm
November	17 Friday 20-21 Monday-Tuesday 22 Wednesday 23-24 Thursday-Friday	School Improvement Day (1/2 Day) – Afternoon ET KidZone open 12:00-6:00 pm Parent/Teacher Conferences-No School - ET KidZone Day-Off School Program available Non-Attendance Day-No School - ET KidZone Day-Off School Program available Thanksgiving Holiday - NO SCHOOL / NO ET KidZone
December	21 Thursday 22 Friday	School Improvement Day (1/2 Day) – Afternoon ET KidZone open 12:00-6:00 pm Winter Break Begins-No School ET KidZone Day-Off School Program available on the following dates: 12/22, 12/26, 12/27, 12/28, 12/29
January	2 Tuesday 8 Monday 12 Friday 15 Monday	Winter Break-No School ET KidZone Day-Off School Program available on the following dates: 1/2, 1/3, 1/4, 1/5 Classes Resume - ET KidZone open regular hours at school sites Teacher Institute Day-No School – ET KidZone Day-Off School Program available Martin Luther King Jr. Day-No School - ET KidZone Day-Off School Program available
February	16 Friday 19 Monday	School Improvement Day (1/2 Day) – Afternoon ET KidZone open 12:00-6:00 pm President's Day-No School - ET KidZone Day-Off School Program available
March	25-29 Monday-Friday	Spring Break-No School - ET KidZone Day-Off School Program available
April	5 Friday 24 Wednesday	Non-Attendance Day-No School - ET KidZone Day-Off School Program available School Improvement Day (1/2 Day) – Afternoon ET KidZone open 12:00-6:00 pm
May	10 Friday 27 Monday 31 Friday	School Improvement Day (1/2 Day) – Afternoon ET KidZone open 12:00-6:00 pm Memorial Day – NO SCHOOL / NO ET KidZone Last Day of School if NO Snow Days are used (1/2 Day) – Afternoon ET KidZone open 12:00-6:00 pm
June	7 Friday	Last Day of School if ALL Snow Days are used (1/2 Day) – Afternoon ET KidZone open 12:00-6:00 pm *ET KidZone will continue through the last day of school as determined by District 26

ET KidZone follows the District 26 Calendar

