



# Parent Handbook 2024-2025



## **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 <sup>st</sup> -5 <sup>th</sup> ).....	847-651-3245
Deer Path Elementary (1 <sup>st</sup> -5 <sup>th</sup> ).....	847-651-3293
Oak Knoll Early Childhood Center (K).....	847-875-5217
Three Oaks Elementary (Dual Lang. K-5 <sup>th</sup> ).....	847-651-3279

Please note all ET KidZone sites 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 to your ET site.

**Please refer any ET KidZone questions to Courtney Fejedelem at 847-639-6100, extension 118 or [cfejedelem@carypark.com](mailto: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 DL Kindergarten through 5<sup>th</sup> 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 17, 2024 and Early Bird registration will run until June 30, 2024. Families will receive a 20% discount during Early Bird registration.

2024-2025 Fees:

- \$11.50/morning
- \$16.00/afternoon
- \$32.00/Early Release Day (PM fee)

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

Enrollment for ET KidZone is based on the child's enrollment in Cary School District 26 and, therefore, Cary Park District Resident/Non-resident fees do not apply to ET KidZone. Please note that when registering for any other Cary Park District programs and events, Resident/Non-resident fees and enrollment dates will be in place as stated in the seasonal brochures.

## **SCHEDULE CHANGES, ADDING DAYS, & WITHDRAWS**

ET KidZone will continue to allow flexible scheduling options to meet families' individual needs. However, in order to effectively communicate weekly attendance to both the ET staff and the school please note the following:

- Schedule changes will need to be submitted in writing, via email, to the Program Manager by the 25<sup>th</sup> of each month for the upcoming month.
- Adding days to your child(rens) schedule must be completed a minimum of seven-business days in advance.
- Any requests to add days, less than seven-business days in advance, must be communicated directly to the Program Manager. Adding days in a less than seven-business day timeframe are not guaranteed and will be evaluated on a case-by-case basis.

**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 25<sup>th</sup> of each month.**



All withdraws from the program (complete withdraw/no longer attending) must be submitted to the Program Manager on a Withdraw Form that can be found at [www.carypark.com](http://www.carypark.com) under the Forms tab.

## ***ABSENCE REPORTING***

ET staff expect your child to attend 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. ET KidZone attendance is sent to ET sites and school offices weekly on Fridays for the upcoming week.

**Parents/guardians are responsible for notifying the ET KidZone site and the school office/teacher of any absences. Please do not notify the Program Manager of absences.**

## ***REQUIRED FORMS***

Every child attending the ET KidZone must have a completed Emergency Card prior to participation in the program and 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.

Specific Medical Forms will need to be completed if your child has allergies, uses an inhaler or Epi-pen, or has any other medical needs.

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](http://www.carypark.com) under the Forms tab.



## **PAYMENT POLICIES**

ET KidZone payments are due on the 1<sup>st</sup> 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 1<sup>st</sup> of each month. If you do not sign up for the Automatic Payment Plan, you will be responsible for making monthly payments on the 1<sup>st</sup> of each month.

*Please keep your account current.* If payment is not received by the 6<sup>th</sup> 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 16<sup>th</sup> 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 25<sup>th</sup> 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](http://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 ET cell phone.

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 and has left school for the day, 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).

## ***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. ET KidZone is not "peanut-free". If your child has food allergies or dietary restrictions, please complete the appropriate Medical form(s), as necessary, and 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. If electronic devices start to cause disturbances, staff may eliminate electronic time.



## **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 for children in Kindergarten-5<sup>th</sup> grades. Fees are \$50 for an “on-site” day and \$60 for a field trip day. There are no sibling discounts available.

These programs have a separate registration and payment and will be advertised through the park district website, social media, and through email. Registration will open approximately one month prior to the scheduled Day-Off. Space is limited for these programs and filled on a first-come, first-served basis.

The Day-Off School Programs will be a mix of scheduled field trips and/or on-site activities. An email with the day’s schedule will be sent one week prior to the program date. Parents are not allowed to pick-up/drop-off children from the field trip locations.

## **DAY-OFF SCHOOL WITHDRAW & REFUND GUIDELINES**

Due to program minimum/maximums, field trip deposits/attendance confirmations, and staffing please be aware of withdraw guidelines for these programs.

- Refunds will only be issued if the program is canceled by the Park District (low enrollment/weather-related).
- Refunds will not be issued for a withdraw from a Day-Off School program.
- In the event of a withdraw, a credit to your park district account will only be issued in accordance to the specific Withdraw By dates listed in the grid below. Credits will not be issued after the Withdraw By date.

<b>2024-2025 Day-Off School Date:</b>	<b>Withdraw By Date:</b>	<b>2024-2025 Day-Off School Date:</b>	<b>Withdraw By Date:</b>
Friday, October 11	Friday, October 4	Friday, January 3	Friday, December 27
Monday, October 14	Monday, October 7	Friday, January 17	Friday, January 10
Monday, November 25	Monday, November 18	Monday, January 20	Monday, January 13
Tuesday, November 26	Tuesday, November 19	Monday, February 17	Monday, February 10
Wednesday, November 27	Wednesday, November 20	Monday, March 24	Monday, March 17
Monday, December 23	Monday, December 16	Tuesday, March 25	Tuesday, March 18
Thursday, December 26	Thursday, December 19	Wednesday, March 26	Wednesday, March 19
Friday, December 27	Friday, December 20	Thursday, March 27	Thursday, March 20
Monday, December 30	Monday, December 23	Friday, March 28	Friday, March 21
Thursday, January 2	Thursday, December 26	Friday, April 18	Friday, April 11



## **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.

## **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](http://www.carypark.com).

## **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, influenza, 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.





## ***WHAT NOT TO BRING***

Children should not bring personal items other than those which are school related. If personal items (including personal cell phones) 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.

## ***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.

## ***ACCOMODATIONS***

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 Manger 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 Manger prior to starting the ET KidZone program.



## **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](mailto:cfejedelem@carypark.com).



