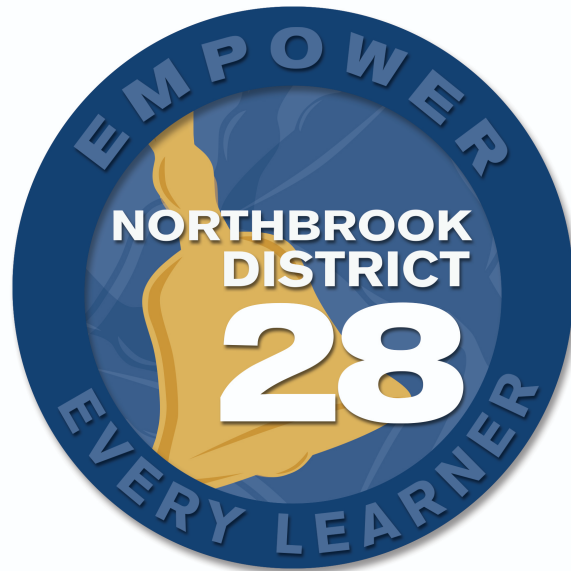


# KidCare Parent Handbook



2022 - 2023

Greenbriar · Meadowbrook · Westmoor

Dear Parents and Guardians,

A new school year is upon us, and we are so excited to have your students enrolled in KidCare. The staff are committed to providing a safe and fun environment before and after school. Students will engage in structured activities such as homework practice time, group games, crafts, and other various projects for all ages.

Providing a safe environment for your students to have fun, learn, and make new friends is our number one goal. We have hired an exceptional group of coordinators and assistants to work with your student before and after school. All staff have completed both District 28 and KidCare specific training and requirements.

Thank you again for enrolling your students in District 28's KidCare program. I hope the information in this handbook is helpful to you. Please do not hesitate to contact me if I can be of any assistance to you. We are looking forward to this school year and the new friends and memories we will make in KidCare!

Mary Berger, KidCare Director  
mberger@northbrook28.net

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## Contact Information

### **Greenbriar Elementary School**

Front Office - (847) 498-7950

**KidCare Coordinator** - Renee Bethea

rbethea@northbrook28.net

### **Meadowbrook Elementary School**

Front Office - (847) 498-7940

**KidCare Coordinator** - Georgia Aralis

garalis@northbrook28.net

### **Westmoor Elementary School**

Front Office - (847) 498-7960

**KidCare Coordinator** - Kiara Campbell

kcampbell@northbrook28.net

**KidCare Director** - Mary Berger

mberger@northbrook28.net

(847) 504-3713

## Hours of Operation

AM KidCare - (Regular: 7:00-8:15)  
(Express: 7:50-8:15)  
PM KidCare - (Regular: 3:30-6:00)  
(Express: 3:30-4:15)

## Daily Tentative Schedule

### AM KidCare

7:00 - 8:15	Participants are offered the opportunity to engage in tables games, crafts, and activities as they arrive.
8:15	Students are dismissed directly to their classrooms.

### PM KidCare

3:25 - 3:30	Students are dismissed from their classrooms, directly to the KidCare location
3:30 - 3:45	Snack
3:45 - 4:30	Outside/Running Games
4:30 - 5:00	Home Practice/Table Activities
5:00 - 6:00	Crafts/Free Choice Time

***KidCare is offered on all full attendance days through the last day of school. Please see “Half Day Programs” for more information regarding registration for special programming.***

## **Contract Pricing**

The cost of the program varies based on how often your child is registered to attend, and the breakdown of fees is as follows:

### **Regular KidCare Costs**

#### **AM KidCare**

2 days/wk = \$46 per month  
3 days/wk = \$69 per month  
5 days/wk = \$115 per month

#### **PM KidCare**

3 days/wk = \$138 per month  
5 days/wk = \$230 per month

### **Express KidCare Costs**

Express KidCare is available for families who do not require the full duration of services. AM Express is available from 7:50 a.m. to 8:10 a.m., and PM Express is available from 3:30 p.m. to 4:10 p.m. Parents of students registered for Express KidCare can pre-arrange to attend the full morning or afternoon by emailing the KidCare Director with 24 hours notice. Additional fees will be added to the next month's invoice. The breakdown of fees for Express KidCare is as follows.

#### **AM Express KidCare**

2 days/wk= \$23 per month  
3 days/wk= \$35 per month  
5 days/wk= \$58 per month

#### **PM Express KidCare**

3 days/wk = \$69 per month  
5 days/wk = \$115 per month

## **Payment Policy**

The annual cost to attend KidCare is divided into nine equal payments, and they are invoiced monthly, September through May. Monthly tuition invoices are emailed on the first of the month, and accounts must be paid by the 15<sup>th</sup> to maintain participation in KidCare.

You can pay online by credit card via the [Web Store](#). Also, if interested you can arrange to make automatic payments via your credit card by completing and returning the KidCare Authorization Form found at the end of this handbook

If you prefer to pay by check, please make the check payable to District 28 and send to: Lisa Tenuta, Northbrook School District 28, 1475 Maple Ave., Northbrook IL 60062

## **Schedule Changes**

In the event you need to make changes to your student's schedule, you will have the opportunity to do so, via email to the KidCare Director at the end of the first trimester (November 18) and second trimester (March 24). Reminders will be sent to families regarding this opportunity in an emailed KidCare newsletter.

## **Withdrawal Policy**

Should you need to withdraw your students from KidCare, you must do so in writing, via email, to the KidCare Director with at least two weeks notice.

## Drop-Off / Pick-Up Processes

All students must be dropped off and picked up by a parent/guardian. Students are not allowed to come or go on their own. Please see your specific school for proper drop off and pick up instructions:

### **Greenbriar**

**AM Drop-Off** Please drop your student off at the entrance adjacent to the back parking lot (Greenbriar Lane). A staff member will be at the door to greet you upon ringing the doorbell. Should KidCare be outside, please follow the sign on the door.

**PM Pick-Up** Please pick up your student on the back playground, adjacent to the back parking lot on Greenbriar Lane. If KidCare is indoors, please use the KidCare doorbell located at the back entrance. A staff member will greet you and bring your student(s) to the door.

### **Meadowbrook**

**AM Drop-Off** Please drop off your student at the main entrance. A staff member will greet you upon ringing the doorbell. Should KidCare be located outside, please follow the sign on the door.

**PM Pick-Up** Please pick up your student on the west playground. If KidCare is indoors, please use the KidCare doorbell located by the main entrance. A staff member will greet you and bring your student(s) to the door.

### **Westmoor**

**AM Drop-Off** Please drop your student off at door D (located at the north end of the school), using the KidCare doorbell. A staff member will be there to greet your student upon arrival.

**PM Pick-Up** Please pick up your student on the blacktop area of the playground. If KidCare is indoors, please use the KidCare doorbell at Door D (located at the north end of the school). A staff member will greet you and bring your student(s) to the door.



## **Late Pick-Up Policy**

Parents whose students remain past their allotted end time will be charged \$15.00 for each 15 minutes (or portion thereof) they are late, starting at 6:01 p.m. Staff will begin to make contact with parents at 6:05 p.m. In the event a student is not picked up by 6:10 p.m. with no contact from parents, emergency contacts will be contacted. Frequent or recurring late pick up may result in termination from the program.

Students registered for Express KidCare will be charged for the duration of the full afternoon if picked up after 4:10 p.m. Frequent extended days will result in an automatic change to the student's contract to Regular KidCare.

## **Alternative Pick-Up Policy**

Only persons that you have previously approved will be permitted to sign out your student. In the event that someone else may be picking up your student, they must be listed on the Authorized Pick-Up list (see form attached). Alternative pickups will be required to provide a photo ID. If we are not notified prior to pick up, your student will not be allowed to leave until we have communicated with the parent/guardian.

## **Absences**

If your student will be absent from KidCare (morning or afternoon), please contact the following people: KidCare Coordinator at your school, KidCare Director (Mary Berger), your student's teacher, and the administrative assistant.

## **Code of Conduct**

Students are expected to adhere to the same behavior expectations as during the school day, which is outlined in the Parent/Student Handbook.

## **Snacks**

Students should bring a nut free snack and water bottle to after school KidCare to eat during the scheduled snack time. In order to monitor the safety of students, snacks will not be allowed following snack time.

## **Personal Belongings**

Please do not send personal items with your students to KidCare such as toys, stuffed animals, or games, as we are not responsible for any misplaced, damaged, or stolen items. Also, cell phones and electronic devices are not allowed in KidCare, aside from school-issued devices that are used to complete assignments. These devices will be monitored by staff during scheduled home practice time.

## **After School Clubs & Activities**

Students attending after school clubs or activities may attend KidCare following the dismissal from their program. They must be escorted to KidCare by an adult and checked in with the on-site Coordinator. Please notify both your on-site KidCare Coordinator, the KidCare Director, and the leader of the club/activity of the change in dismissal plans.

## **Half Day Programs**

KidCare is available from 12:00 p.m. to 5:30 p.m. on the following half days for elementary students who have been registered to attend for the extended hours:

- Thursday, October 13, 2022
- Friday, January 13, 2023
- Thursday, February 16, 2023

Space is limited for the half days, and the cost is \$25 per day. Registration is set to close the Sunday prior to the half-day or once the program is at capacity.

In order to register for these programs, please access the [Web Store](#).

No half day programs are offered on September 2nd or June 1st.

## **FORMS (DUE AUGUST 19, 2022)**

# AUTHORIZATION TO PICK UP A STUDENT FROM KIDCARE

Name of Student(s):

\_\_\_\_\_

I hereby inform KidCare that the people listed below are authorized to pick up the above named student(s) at any time. Accordingly, KidCare is hereby instructed to release my student(s) into the care of the following people whenever they come to pick up.

AUTHORIZED PICK-UP PERSON:

Name:	Relationship to Student	Phone Number
1.		
2.		
3.		
4.		
5.		
6.		

I understand that:

- Parents/guardians **must** inform KidCare (call or email) of the name of the person who is picking up their student on any day when they themselves are not.
- The “Authorized Pick-Up Person” must be at least 18 years old and may be asked to provide a photo ID to the staff.
- This authorization shall remain in force until edited or rescinded in writing by the signers of this authorization.

Authorized by:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## Credit Card Recurring Payment Authorization Form

You may schedule your **KidCare** payments to be automatically charged to your credit card. Just complete and sign this form to get started!

### Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your Visa, MasterCard, or Discover card. You will be charged each billing period for the total amount due for that period, as established at the time you registered for the program. You will be emailed an invoice on or near the 1<sup>st</sup> of the month. When your card is charged, a receipt will be emailed to you. You agree that no further notifications will be provided prior to each charge being processed.

### Please complete the information below:

I \_\_\_\_\_ authorize **NORTHBROOK SCHOOL DISTRICT 28** to charge my  
(full name)  
credit card indicated below on or near the 15th day of each month for payment of my **KIDCARE**  
monthly fee(s) for my child \_\_\_\_\_ at \_\_\_\_\_  
(child name) (school name)

Billing Address \_\_\_\_\_ Phone# \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Account Type: ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Cardholder Name \_\_\_\_\_

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVV (3 digit number on back of Visa/MC) \_\_\_\_\_

SIGNATURE OF CARDHOLDER \_\_\_\_\_ DATE \_\_\_\_\_

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. This payment authorization is for the type of bill indicated above. I certify that I am an authorized user of this credit card and that I will not dispute the scheduled payments with my credit card company provided the transactions correspond to the terms indicated in this authorization form.

**\*\*\* PLEASE HAND-DELIVER COMPLETED FORM IN A SEALED ENVELOPE TO YOUR SCHOOL SECRETARY OR TO JESSICA DONATO AT THE DISTRICT OFFICE: NORTHBROOK SCHOOL DISTRICT 28, 1475 MAPLE AVENUE, NORTHBROOK, IL 60062 \*\*\***