

2023-2024

School Age Child Care



Skokie Water Park Trip 2023

Parent Handbook

Evanston/Skokie School District 65

TABLE OF CONTENTS
<http://www.district65.net>

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Greetings	1
Administration	2
SACC Program Introduction/Goals & Services	3
SACC (School Age Child Care) Site Directory	4-5
SACC AM/PM and Optional Care Service	6-8
Summer Camp	9
Admissions/Cancellation Policy	10
Fees and Payments Information	11
School Age Cancel/Change form	12 - 16
Arrival & Dismissal and Late Pick up	17
Late Fee & Guidance and Discipline	18
Emergency School Closing Procedures	19
Misc. Information/Parent Information	20
Volunteer Information	21
Medical and Emergency Procedures	22
Medication	23
Children's Release of Information	24
Daily Schedule Example	25

Dear Parents:

We welcome your children and you to our District 65 School Age Child Care (SACC) program. Our SACC staff looks forward to reconnecting and building new relationships with you and your families. The opportunity to partner with each of our families in caring for your children is integral to our mission as a program.

The SACC program is a 40+ year community based, DCFS licensed, recreational, STEAM focused, and conveniently located in each of District 65's twelve K-5 schools. SACC is holistically based and we firmly believe in nurturing the whole child at their current level of needs. Therefore, activities are created with an educational component, with an emphasis on safety and joy.

Please contact us should you have questions. We firmly believe that we are here to do our best possible for families, but most importantly, our students.

We thank you for choosing D65 SACC and look forward to a great school year!

Sincerely,

Charlotte Carter
Manager of Extended Care

Steven F. Frost
Assistant Coordinator - School Age Child Care

Welcome to the School Age Child Care Program!

If you have questions, please contact us at:

Joseph E. Hill Education center (JEH)
1500 McDaniel Ave
Evanston, Il 60201

Charlotte Carter
Manager of Extended Care
847-859-8078
carterc@district65.net

Steven Frost
Assistant Coordinator - School Age Child Care
847-859-8118
frosts@district65.net

Clara Estrella
SACC Fees Coordinator
847-859-8015
847-866-7241 (fax)
estrellac@district65.net

Kate Mason-Schultz
Coordinator of Nutrition Services
847-859-8131
masonschultz@district65.net

INTRODUCTION TO THE SCHOOL AGE CHILD CARE PROGRAM

About the District 65 School Age Child Care Program:

For over 40 years the Evanston/Skokie District 65 School Age Child Care (SACC) program has continued to provide safe, fun and quality Child Care. Each center is licensed by the Department of Children and Family Services (DCFS) and monitored by the USDA. Every staff member is certified in First Aid, CPR and AED . All Site Coordinators have food sanitation licenses from the Illinois Department of Public Health. Additionally, all SACC staff complete required annual professional development to further enhance their skills. Our program's focus onsite is to primarily keep the students safe, engaged and continuing to develop age appropriate life skills through a variety of recreational and S.T.E.A.M. orientated activities. (See our Daily Schedule example (last page) for an overview of a typically planned day/week in care).

The SACC program supervises children enrolled in the twelve (K-5th) District 65 schools. Child Care services are provided at all DCFS licensed elementary and magnet schools during the school year. Before Care (AM only) begins at 7a.m. and ends when school begins. After Care (PM only) begins at the closing of school and ends at 6:00 p.m. Child Care is closed on all District 65 Holidays. However, on School Improvement (half) days and Parent/Teacher conference (full) days, the Optional Care Program is offered for an additional fee.

Breakfast and snacks are served daily and lunch is provided on Optional Care Days. Child Care Fees are based on enrollment, not attendance, and are due two weeks in advance of care. District 65 School Age Child Care Program is not a drop in service. **An annual \$50 (first child) and \$25 each additional child, non-refundable, non-transferable fee is required per child upon registration (the start of each school year). Once the program has started, no prorated fees will be given for partial month's attendance or withdrawals. All withdrawals from the program require advance notice a month prior to the effective date per the applicable SACC payment schedule.** Canceling care is permitted. You can contact any of the SACC administration to fulfill your request through email. Refer to the payment schedule for cancelation dates.

Due to limited licensed space at each site, Child Care registration and re-enrollment during the school year is conducted on a first come, first served basis. Feel free to reach out and learn even more about our program. As we are looking forward to partnering and building lifelong memories with your children and you.

Child Care Space Locations and Site Directory
School Year 2023-2024

Bessie Rhodes	3701 Davis St., Skokie Enter through Door #2 off parking lot on Somerset Multipurpose room/lunch/room Site Coordinator: Ms. Mary Jean (MJ) Edwards edwardsm@district65.net 847-859-8457
Dawes	440 Dodge Ave., Evanston Room 119 multipurpose room Enter through Door #2, the parking lot off of Oakton Street Site Coordinator: Ms Natalie Copper coppenn@district65.net 847-905-5634
Dewey	1551 Wesley Ave., Evanston Enter through Door #4 off Wesley Ave. lower level, walk down stairs Site Coordinator: Ms Eva Shlimon shlimone@district65.net 847-859-8275
King Arts	2424 Lake St., Evanston Enter through Door #8, the parking lot off Dempster Street Room 128 Site Coordinator: Ms. Martha Morris morrism@district65.net 847-859-8525
Kingsley	2300 Green Bay Rd., Evanston Enter through Door #7 off Prairie Street Room 109 Site Coordinator: Mr Mario Chess chessm2@district65.net 847-859-8404
Lincoln	910 Forest Ave., Evanston Enter through Door #100C off Forest Avenue Multipurpose room/lunch room Site Coordinator: Ms Verma Hunt huntv@district65.net 847-905-3505

Lincolnwood 2600 Colfax St., Evanston
Enter through Door #5 off Grant Street parking lot
Multipurpose room, lower level
Site Coordinator: **Ms Rita Shlimon**
shlimonr@district65.net
847-859-8555

Oakton 436 Ridge Ave., Evanston
Enter through Door #8 off parking lot
Multipurpose room/lunch room
Site Coordinator: **Ms. Kyler Hughes**
hughesk@district65.net
847-859-8818

Orrington 2636 Orrington Ave., Evanston
Enter through Door #4 by the rear playground
Walk down stairs Room 115, lower level Art room
Site Coordinator: **Ms Mikhail Grant**
grantm@district65.net
847-859-8757

Walker 3601 Church St., Evanston
Enter through Door #4 off back parking lot
Multipurpose room/lunch room
Enter through Door #4 off back parking lot
Site Coordinator: **Ms Clara Khabeer**
khabeerc@district65.net
847-859-8357

Washington 914 Ashland Ave., Evanston
Enter through the door off Ashland St. (direct entrance)
East lunchroom
Site Coordinator: **Ms Shnette Tyler**
tylers@district65.net
847-859-8357

Willard 2700 Hurd Ave., Evanston
Enter through Door #8 off playground
Multipurpose room/lunch room
Site Coordinator: **Ms Aisha Clark**
clarka@district65.net
847-905-4919

AM/PM & Optional Care

Hours of Operation

Our program is open to **All** Kindergarten thru Fifth grade students enrolled in **Any** of the District 65 schools during the school year. District 65, **including its childcare program**, is closed on all District 65 approved holidays (refer to [At-A-Glance School Calendar](#)).

We remain open on all School Improvement (half) days and Parent/Teacher conference (full) days, the Optional Care Program is offered for an additional fee. (see [School Age Child Care \(SACC\)](#)).

Nutritious meals are provided to all students ([sample menus can be found here : SACC Break & Snack Fall 1923.pdf](#)). A doctor's note is required stating any allergies and/or dietary restrictions to our Nutritionist (Kate Mason-Schultz, masonschultzk@district65.net)

Enrollment in our program does not restrict children from participating in any of the other enrichment activities offered in the school. Please see site staff for the required release form. A child absent from school, for any reason, cannot attend Child Care that day. **Any child suspended from school is also suspended from Child Care for the duration of the suspension.**

The fee for that time is not refundable as childcare fees are based on enrollment and not attendance.

Students are NEVER released to walk home alone.

Optional Care Program (non-refundable):

Children enrolled in the D65 School Age Child Care (SACC) program, may attend on Optional Care days for an annual non-refundable fee. Children have the opportunity to remain in child care for Parent /Teacher conference days. Optional Care begins at 7:00 p.m. and ends at 6:00 p.m. On **Student Non-Attendance/Parent Conference (full) days**, children must be dropped off at childcare before 9:00 a.m. Parents must communicate with the Site Coordinator if the student is arriving after 9:00. Otherwise, the student may not be accepted. Children receive breakfast, lunch, and snacks. They also have the opportunity to attend fun-filled field trips. To add Optional Care, a request at least a week prior to service start date is needed. Current Optional Care information is available at [School Age Child Care \(SACC\)](#)

AM/Morning Childcare

- Before Care (AM only) begins at 7 AM. and ends when school begins.
- Parents are required to sign their child(ren) into the program daily
- It is preferred that students arrive at least 30 mins prior to the start of the school day in order to enjoy a leisurely breakfast.
- Students are usually dismissed to the playground/their classrooms and regular school staff on duty, otherwise the SACC staff remains with them as an added safety measure until they can be received by the regular school staff.
- Each site offers a unique schedule of comfort and activities

PM/Afternoon Childcare

- After Care (PM only) begins at the closing of school and ends at 6:00 p.m. (late fees applied after 6:01pm)
- Per DCFS and D65, parents or designees are required to sign their child(ren) out daily
- Per DCFS standard, students can only be released to those 18 yrs and older with a current government issued ID.
- Special circumstances are recognized regarding age requirements for pick up. Please contact Charlotte Carter and/or Steven Frost for process and approval beforehand.
- A nutritious snack is provided to all students (sample menus can be found here : [SACC Break & Snack Fall FY23.pdf](#))
- Site staff facilitates engaging activities
- Homework assistance offered
- Students are normally organized into small groups

Optional Care con't

Students attending in optional care are based on enrollment for either ½ day or full day options, or both. Students, upon enrollment, have the opportunity to remain in child care for Parent/Teacher conference days, refer to the [At-A-Glance School Calendar](#) for more information.

To add Optional Care, a request at least a week prior to service start date is needed. Please note that optional care fees are non refundable. Optional Care Day ends at 6:00 p.m. (late fees applied after 6:01pm). It is preferred that students arrive and are signed into childcare no later than 9:00 AM on Full Day Optional Care days.

Students enrolled in AM childcare, but not PM optional care, may attend morning childcare without incurring extra fees.

Fun and engaging field trips are enjoyed. Notices are posted and shared with field trip information normally a week before each trip onsite by each site team.

PM/Afternoon Optional Care...

- PM optional care starts and ends when school begins.
- A nutritious lunch and snack is provided, Students may bring their own lunch as well.
- *The ½ days for this school year are:*
 - *Wednesday, November 1, 2023 (half-day)*
 - *Wednesday, December 6, 2023 (half-day)*
 - *Wednesday, February 7, 2024 (half-day)*
 - *Wednesday, March 6, 2024 (half-day)*
 - *Wednesday, April 10, 2024 (half day)*
 - *Wednesday, May 1, 2024 (half-day)*

Full Day Optional Care...

- Optional Care begins at 7:00 p.m. and ends at 6:00 p.m.
- A nutritious lunch and snack is provided, Students may bring their own lunch as well.
- *The full days for this school year are :*
 - *Friday, October 20, 2023 (full-day)*
 - *Friday, February 16, 2024 (full-day)*

Summer Kids Fest Camp

District 65 School Age Child Care Program offers a summer camp that normally runs for eight weeks. The camp hours are normally (M-F) 7:00 a.m. through 6:00 p.m. The location (s) of the camp may change each year depending on school availability.

Check [Childcare Options / SACC Summer Program](#) for the most current camp info.

The SACC Summer childcare program encompasses the school year program with the following additions:

Beach weekly

Minimum of One (1) field trip weekly

Neighborhood walks

Accommodates summer school schedule

Admission Policy

Please note, child care fees are based on enrollment and not attendance.

Canceling care is permitted during each school year.. All requests are required in writing to any of the SACC administration by the cancellation date listed on the current payment schedule.

Each case will be individually reviewed and determination of reinstatement will be decided. Due to limited licensed space at each site, Child Care registration and re-enrollment during the school year is conducted on a first come, first served basis.

WE ALWAYS STRIVE FOR EXCELLENCE!

Admission Policy Con't

The program is for any/all students enrolled in kindergarten thru Fifth grade whose parent(s) have elected them to be enrolled in childcare .

The following information must be completed in order to be admitted into the program:

- Completed **annual** District 65 School Age Child Care Program student registration packet (signed by parent/guardian) [School Age Child Care \(SACC\)](#)
- (Only for new or children returning to the program after two consecutive year's absence) a copy of a physical exam with complete immunizations and TB test results or waiver (dated no more than a year from start date in care).
- Copy of birth certificate if not already entered in the District 65 registration system
- All sections **completed** (with signature) annual USDA/CACFP food enrollment form.
- Minimum of two emergency contacts (Must be 18 yrs or older) listed in the annual SACC packet who would be able to pick-up your child in an emergency situation. Each confirmed emergency contact should be prepared to provide a government issued ID in order to pick up your child(ren).
- Fees are paid in advance of care according to the D65 SACC payment schedule. (Refer to current payment schedule-also available on the SACC website). To make payments through the RevTrak system go to [Student Fees](#)

Fees and Payments

- **An annual \$50 (first child) and \$25 each additional child, non-refundable, non-transferable fee is required per child upon registration (the start of each school year). Once the program has started, no prorated fees will be given for partial month's attendance or withdrawals. All withdrawals from the program require advance notice a month prior to the effective date.**

AM and PM Sessions

- REGISTRATION FEE (one-time fee due at registration) \$50.00
- BEFORE SCHOOL CARE (7:00 AM until school opens includes breakfast) \$42.00
Per Week
- ***Three consistent days only (AM)*** **\$29.50**
Per Week
- AFTER SCHOOL CARE (school closing until 6:00 p.m. includes snack) \$84.00
Per Week
- ***Three consistent days only (PM)*** **\$58.75**
Per Week
- BOTH SESSIONS (see before and after above)
\$126.00 Per Week
- ***Three consistent days only (AM & PM)***
\$88.25 Per Week

Childcare closes promptly at 6:00PM. Late fees are accrued at 6:01 PM.

Emergency Care:

The program is able to assist with emergency care should you require childcare on a day/date that was not in your selected session at a cost of **\$21 per child and session**. This fee is payable in advance of care.

Optional Care Session

All 8 Optional Care days	\$400.00 Per Year
Only the 6 Half days	\$300.00 Per Year
Only the 2 Full days	\$200.00 Per Year

Payments can be made by debit/credit card payments (Visa, Mastercard, Discover or American Express are accepted) through the District 65 online Regwerks payment system. You may set-up auto payments by completing an autopay payment agreement form with our Fees Coordinator, Ms. Clara Estrella (estrellac@district65.net).

The online registration portal normally opens the month prior to the first day of school. Families receiving CCAP/DHS subsidy assistance will need to register in person at our office. Appointments can be scheduled.

Your child(ren) may not attend the program if fees are not paid in advance of service according to the District 65 School Age Payment schedule. If you have outstanding fees from any District 65 Child Care Program, such debts must be paid before your child can receive service. All outstanding fees due to District 65 must be paid prior to enrollment. If not paid, children will not be accepted.

(12)

*****ALL FEES DUE IN ADVANCE OF SERVICE
& ARE BASED ON CURRENT D65 PAYMENT SACC SCHEDULE **
Optional Care is based on enrollment not attendance**

If you have any additional questions on fees please contact:

Ms. Clara Estrella at (847) 859-8015

or estrellac@district65.net

Direct questions regarding reduced fees including DHS certificates and DCFS Vouchers to:

Ms. Charlotte Carter at 847-859-8078

carterc@district65.net

Mr. Steven Frost at 847-859-8118

frosts@district65.net

RevTrak

[Student Fees](#)

NOTE: For your additional convenience outside office hours (contact us if you utilize the drop box to confirm receipt), a drop box is located outside the JEH (1500 McDaniel Ave) center.

Childcare payments cannot be accepted at the childcare sites.

Changes, Cancellations, Refunds

Cancellations or changes can only be made by a parent/guardian request.

You can email, fax or hand deliver to JEH the cancellation/change form to JEH located at 1500 McDaniel Ave. Please contact us if you have not received a confirmation within 24 business hours to ensure your request has been received.

Please use either the SACC Parent/Guardian change form provided (**per payment schedule date guidelines**) available at [School Age Child Care \(SACC\)](#) or by sending an email to:

Ms. Carter (carterc@district65.net),

Mr. Frost (frosts@district65.net)

Ms. Estrella (estrellac@district65.net).

The cancellation/change notice should include the following information:

- Child's name
- Child's account number
- Requested last date of care
- Parent/guardian signature and date of notice
- Reason for change. Please contact us if you have not received a confirmation within 24 business hours to ensure your request has been received.

Cancellation Refunds:

For families whose accounts have been paid in advance, a refund may be granted if the childcare office receives the above stated notice **a month prior to the desired date, per current SACC payment calendar week** (based on the last date of actual care for your child). Refunds are not guaranteed for families who fail to follow this advance notice guideline.

This refund policy also applies for children whose childcare services were canceled or suspended due to rule, regulation or policy violations. Families are responsible for the regular fee if the child is suspended during the week. Follow the above procedure to request a refund of payments made (per policy) in advance of care.

Child Care services will be terminated due to violation of District 65 Childcare and/or DCFS rules, regulations and policies. Listed below are some of the guidelines utilized when deciding if dismissal from the program is needed:

- Failure to provide viable and current emergency information upon request of the staff (phone numbers, alternate pick up persons)
- Parents do not consistently follow "sign in/sign out" procedures. Per DCFS and D65, all enrollees must be brought into the center and signed in each morning. All enrollees must be signed out by a parent or a parent approved listed person.
- Safety is the primary concern, therefore, if your child exhibits behaviors that may/have caused a safety concern, it may lead to being expelled from childcare, after various strategies have been implemented. It may also lead to you or your designee being required to attend field trips.
- Any verbal or physical altercation/confrontation/intimidation by parent/child toward SACC staff.
- **Failure to adhere to the D65 payment schedule (refer to [School Age Child Care \(SACC\)](#)) or submit an approval letter for designated payment weeks for DHS/DCFS applicants who are canceled or denied. If families are approved, a credit will be applied to the account or a refund will be submitted if applicable.**

Should you receive a cancellation or denial for either the DHS certificate or the DCFS voucher you are responsible for paying the full fee amount from the date of cancellation or for denials, from the start date of care, including the full fee prorated amount for the remaining optional care days, if applicable. Failure to comply can lead to termination.

Questions? Contact Clara Estrella or refer to [School Age Child Care \(SACC\)](#)

School Age Child Care
Evanston/Skokie School District 65
1500 McDaniel Ave.
Evanston, IL 60201
847-859-8015 or ext. 8306 or 8118
847-866-7241 (Fax)



EVANSTON/SKOKIE
SCHOOL DISTRICT 65

Every Child, Every Day, Whatever it Takes

Cancellations, Suspension and Session Changes

Attn: Fees Coordinator, District 65 School Age Child Care Program

From: Parent Name (Printed) _____

Parent Name (Signature) _____

School: _____ Date of Request: _____

Child (ren) / District ID#'s:

1. _____
2. _____
3. _____
4. _____

Change Requested:

(Circle selection from options listed below)

Cancel / Suspend Child Care Effective Last Date of Care: _____

Add AM Session Add PM Session

Cancel / Suspend AM Session Cancel / Suspend PM Session

Add Optional Care

****All requests follow the current SACC payment schedule and should be made a month in advance of the desired effective date of change. Cancellations should follow the monthly billing cycle end date. Any families canceling prior to the monthly end date will not qualify for credit reimbursement.
Child care fees are based on enrollment not attendance****

ARRIVAL & DISMISSAL

The safety and security of your child(ren) is our primary concern. Should any of the following changes occur, please notify your Child Care team asap: Absences, for any reason. Particularly for the PM session

- Late arrival.
- Early dismissal or change in dismissal.
- Change in pick-up arrangements. The following are acceptable:

SACC staff will need:

- An email from the address on file (at least 15 mins or more prior to dismissal) or
- A signed and dated note from the parent or
- Parent notifies school office/teacher

LATE PICK UPS

The official childcare time is the clock at each site.

The program closes promptly at 6:00 p.m., every day, during the regular school year. Late fees are per child (not family) and will be applied and accrued until the child is picked up (see [School Age Child Care \(SACC\)](#)).

EXPLANATION OF FINES FOR LATE PICK UP:

Site staff are not authorized to accept any late/fines/monies.

The late fee amount will be billed directly to your account and appear on your monthly statement. You will also be asked to sign a late fee form. Late fee amounts will be adjusted and charged according to the LATE PICK-UP FEE scale provided (refer to the current payment schedule). Disputes regarding fines/fees should be directed to Fees Coordinator Clara Estrella (see also [School Age Child Care \(SACC\)](#)).

THE LATE PICK-UP FEES SCALE PER MINUTE

1-15 minutes: \$25.00

16-30 minutes: \$50.00

31-45 minutes: \$75.00

46-60 minutes: \$100.00

After the second late pick-up, the Program Coordinators must be consulted before your child may return to Child Care.

District 65 and SACC Guidance and Discipline Policy:

Discipline shall be developmentally and appropriately related to the child's age and behavior. Unfortunately, if inappropriate behavior continues, suspension or cancellation of services is possible. However, site staff, in collaboration with Parents, appropriate school staff, and the Program Coordinators will be diligent in ensuring the most successful outcome for the student. They will educate and encourage each child to practice positive social behavior in accordance with the district's policy and guidelines (see also [Student Handbook](#)).

EMERGENCY SCHOOL CLOSINGS

I. Emergency School Closing

If schools are going to be closed, a recorded message is available to parents at (847) 859-8212 or (847)859-8000. The following Chicago area TV and Radio stations will broadcast school closing information starting at 6:30 AM

WBBM (780 AM-Radio & Channel 2-TV)

WMAQ (670 AM-Radio & Channel 5-TV)

WGN (720 AM-Radio & Channel 9-TV)

WLS (890 AM - Radio & Channel 7-TV)

WKXK (94.7 FM - Radio)

WBBM (96.0 FM -Radio)

WSCB-SPANISH (1240 AM - Radio)

CLTV (Channel 37 -Cable)

<https://www.district65.net/cms/lib/IL01906289/Centricity/Domain/57/LateStart%20FAQs%20Families.pdf>

II. Early Dismissal

If an unscheduled early dismissal may occur (e.g., power failure)- the district will make every effort to contact families of the decision via several methods: via a robocall and/or email. Standard dismissal protocols and procedures will be followed.

The Evanston Police, Skokie Police, Evanston and Skokie Safety Departments and the above radio and television stations will be notified about the emergency dismissal. School personnel will remain to supervise children awaiting pick up.

III. Emergency Extension of School Day

Should an emergency condition (e.g., tornado) arise near school dismissal, it may require keeping children in the school building to ensure their safety.

If this occurs, children will be kept until their dismissal is deemed safe. Parents may listen to the above radio stations for news bulletins or call their child's school.

Bus routes will operate as close to normal as possible as soon as it is safe to do so.

IV. Emergency closings are non-refundable

Miscellaneous Information

Newsletters and Notices: Newsletters provide information on curriculum and family activities. Parents/guardians are encouraged to visit and observe. Notices regarding payments, fee assistance, and other important information are sent (or provided online to families) associated with each child care site. Please check with your Site Coordinator for new information.

Parent/ Guardian and Family Involvement: Family volunteers are always welcome. If you have a special interest or talent that may enhance our program, please let us know. All regulations regarding volunteers will be enforced (see sample volunteer form for current basic requirements).

NAME ON BELONGINGS: Put your child's name on the inside of all belongings.

CLOTHING: It is essential that children always be dressed comfortably for active indoor and outdoor play. All children play outdoors everyday, weather permitting. Children are encouraged to wear clothing they are able to manage themselves.

LOST, DAMAGED, OR STOLEN ITEMS: District 65 schools and District 65 Child Care will not be responsible for lost, damaged, or stolen items.

School Age Child Care
Evanston/Skokie School District 65
1500 McDaniel Ave.
Evanston, IL 60201
847-859-8300
847-866-7259 (Fax)



EVANSTON / SKOKIE
SCHOOL DISTRICT 65

Every Child, Every Day, Whatever it Takes

Volunteer Information

Site Name: _____ Volunteering Timeframe (start date): _____ (end date): _____

Name _____
Last First Middle

Home Address _____

Home Telephone _____

Emergency Numbers

1. Name _____ Phone # _____

2. Name _____ Phone # _____

Are you now or have you ever been a school volunteer? Yes No
If yes, at which school? _____ Year? _____

The name of any child or ward attending this school _____

Criminal conviction information: Are you a child sex offender? Yes No

Have you ever been convicted of a felony? Yes No

If Yes, list all offenses:

Offense	Date	Location
_____	_____	_____
_____	_____	_____

Are you willing to consent to a criminal history records check, if deemed necessary?
Yes No

Please attach a copy of the following to this form:

1. a current medical examination form w/ TB test or waiver
2. a current schedule with volunteer days and hours
3. a participation plan

Volunteer Signature: _____ Date: _____

Parent/Guardian (if under 18 years old): _____ Date: _____

State law prohibits individuals convicted of committing or attempting to commit a Class X felony from working in the schools. Individuals who are considered "child sex offenders" are also prohibited from volunteering. The principal or designee shall periodically review the Child Sex Offenders list published by the Illinois State Police as part of the volunteer screening process. SACC volunteers are required to be at least 14 years old or 5 years older than the oldest child in care. Long-term volunteers who work directly with students may be asked to submit to fingerprint-based criminal background checks.

Rev: 7/2023

MEDICAL AND EMERGENCY PROCEDURES

In order to ensure the best possible care for your child, the childcare program works in collaboration with the school health office. Please be sure to update **any/all** medical information as needed. A doctor's note will be needed regarding allergies ; and if available, the recommended care plan. We can also create a plan, in collaboration with the schools health office, and yourself, if none is provided.

It is critical that you maintain current information. Please update your home, work, cell and emergency phone numbers on a consistent basis.

Should a student become ill during childcare:

- Access the students medical condition
- Provide the necessary care

Call 911 if need (notify program administrators)

- Make the student as comfortable as possible
- If needed, remove the student from the group to ensure their privacy as well as not infect others
- Notify parent

If unable to reach parent(s) then contact emergency designees

- Deliver medical documents upon pick up

Fever form

Accident form

Any child ill during school will follow the same return to school guidelines in order to return to child care. The child care program follows the policies of District 65's Health Department. (refer to [Health & Wellness Services at District 65](#)). District policy states: The students with a temperature of 100 degrees or greater cannot return to school until he/she has been fever free **without** the use of medication for 24 hours.

MEDICATIONS: Per ~~to~~ District #65 policy, all medications must be prescribed from a physician. The original prescription bottle or package must bear the names of the child and physician, date, and directions for administering the medication. A release form must be signed by the parent, authorizing staff to administer the medication. A written record of the last dosage given to the child is also required. Release forms can be requested from the site staff.

It is the parent's responsibility to personally deliver all medications directly to the Child Care staff.

RELEASE OF INFORMATION FROM CHILDREN'S RECORDS

STUDENT RECORDS: The District 65 Board of Education has established a policy ensuring privacy of student educational records as required by federal law. Basic identifying information: student and parent names, addresses, student birth date, place of birth, and gender.

- Attendance records.
- Accident reports and health records.
- Release of record information.
- Records of special educational services.
- Personal, general, and financial records required of the child care centers shall be maintained for five years after the child has been discharged from care or services.
- Permanent student educational records are also kept on file for a minimum of 5 years by the Department of Information Services, Special Services, and Health Services. These records include:
 - Local, state, and federal laws require that information in student's records be held confidential. This same law requires that rules and procedures be established to maintain privacy as well as to document the names of all people who have had access to a child's records. For information on the rights and privacy of student records, contact the Director of Research, Accountability, & Data (RAD) at 847-859-8060.
 - Basic identifying information: student and parent names, addresses, student birth date, place of birth, and gender.
 - Attendance records.
 - Accident reports and health records.
 - Release of record information.
 - Records of special educational services.

DAILY SCHEDULE (EXAMPLE)

7:00AM-8:00AM

Greet parents and children.

Quiet Activities: puzzles, books, homework

8:00am-8:30am

Breakfast preparation

Wash hands, eat breakfast

8:30am-8:45am

Clean-up

Ready for dismissal

2:00pm-2:30pm

Start-up

Snack preparation (Monday through Thursday)

Check mail for program update/information (Monday-Friday)

Friday Group planning

3:00pm-3:30pm

Greet children, hand washing

Socializing period

3:30pm-4:00pm

Wash hands, snack

4:00pm-4:30pm

Gym-Gross Motor and Structured Games

4:30pm-5:00pm

Academic Tutoring, Homework, or Reading

4:45pm-5:15pm

Mondays-Arts and Crafts

Tuesdays-Music/Drama

Wednesdays-Health & Safety

Thursdays-Music/Drama

Fridays-Arts and Crafts

5:15pm-5:30pm

Reading to the children by the staff

5:30pm-6:00pm

Outside or free choice/Games