

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 students 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 Bergman, KidCare Director
mbergman@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 - Evan Kasner

ekasner@northbrook28.net

KidCare Director - Mary Bergman

mbergman@northbrook28.net

(847)504-3400 ext. 2641

Hours of Operation

AM KidCare - (Regular: 7:00-8:10)
(Express: 7:50-8:10)
PM KidCare - (Regular: 3:30-6:00)
(Express: 3:30-4:10)

Daily Tentative Schedule

AM KidCare

7:00 - 8:10 Participants are offered the opportunity to engage in tables games, crafts, and activities as they arrive. KidCare may take place outside, weather permitting.

8:15 Students are dismissed directly to their classrooms.

PM KidCare

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. The breakdown of fees is as follows:

KidCare Costs

AM KidCare

2 days/wk = \$50 per month
3 days/wk = \$75 per month
5 days/wk = \$121 per month

PM KidCare

3 days/wk = \$150 per month
5 days/wk = \$242 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= \$27 per month
3 days/wk= \$38 per month
5 days/wk= \$63 per month

PM Express KidCare

3 days/wk = \$76 per month
5 days/wk = \$126 per month

Payment Policy

The annual cost to attend KidCare is divided into nine equal payments, invoiced monthly, September through May. Monthly tuition invoices are emailed on the first of the month, and accounts must be paid by the 15th 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 Credit Card Authorization Form.

If you prefer to pay by check, please make the check payable to District 28 and send to:
_____ 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 22) and second trimester (March 21). 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 park on Greenbriar Lane and walk up the sidewalk to the entrance adjacent to the small parking lot (past the dumpsters). You are welcome to send your students to the door and wait in your car until a staff member lets your student(s) in. Please do not park in the small parking lot.

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 (past the dumpsters). 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 the main entrance (located at the south end of the parking lot), using the KidCare doorbell. A staff member will be there to greet your student upon arrival or buzz them into the building. Should KidCare be outside, please check your student in with a staff member on the playground.

PM Pick-Up Please pick up your student on the blacktop area of the playground, checking out with the coordinator. If KidCare is indoors, please use the KidCare doorbell at the main entrance (located at the south end of the parking lot). A staff member will greet you or buzz you in to meet your student in the small gym.

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 or termination from the program.

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. 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 Bergman), 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. Snacks and/or breakfast is not allowed during morning KidCare.

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. Students will be asked to keep all personal belongings in their backpack during KidCare. Cell phones and electronic devices are also 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 17, 2024
- Friday, January 17, 2024
- Thursday, February 13, 2025

Space is limited for the half days, and the cost is \$30 per day. Registration is set to close the Sunday prior to the half-day or once the program is at capacity.

Registration for half day programs will open on September 3rd, at 8:00a. In order to register for these programs, please access the [Web Store](#).

No half day programs are offered on September 2nd or the last day of school.

FORMS (DUE AUGUST 23, 2024)

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. | | |

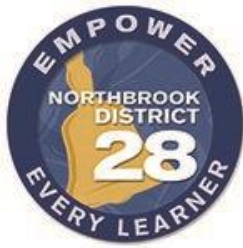
I understand that:

- 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



Northbrook School District 28
1475 Maple Avenue
Northbrook, IL 60062
MAIN 847.498.7900
FAX 847.498.7970
www.Northbrook28.net

KidCare Credit Card Payment Authorization Form

Your KidCare payments can be automatically charged to your credit card. Just complete and sign this form to get started!

Here's How Credit Card Payments Work:

You authorize regularly scheduled charges to your Visa, MasterCard, American Express, 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 1st of the month and your credit card will be charged on or near the 15th 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 of each month for payment of my Kidcare monthly fee(s)
for my child(ren) _____ at _____.
(student 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/Discover) _____

SIGNATURE OF CARDHOLDER _____ DATE _____

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