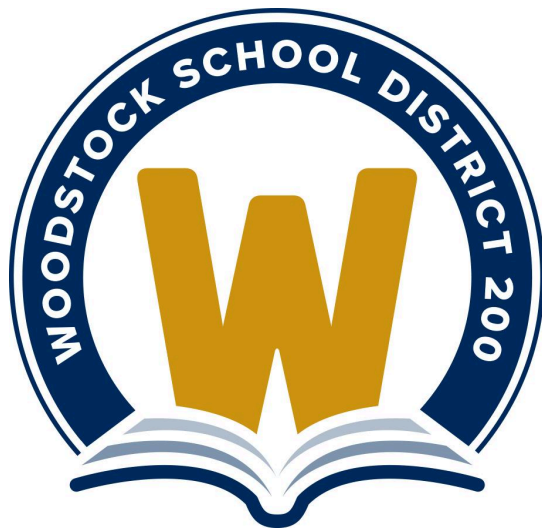


Kids Club Parent Handbook



School Year
2024 – 2025

WELCOME

Welcome to Woodstock Community Unit School District 200's Kids Club! Kids Club is a quality after school program designed to provide a safe and stimulating environment for Kindergarten and Elementary school children. Kids Club participants will enjoy indoor and outdoor play, structured activities such as crafts, games and activities and a daily opportunity for homework and reading.

This parent handbook has been prepared to provide information regarding the Kids Club program. Please read it carefully. If you have any questions, feel free to contact us at 815-338-0643 or kidsclub@wcusd200.org.

Although Kids Club operates within the school district, it is not a mandated/educational program. More detailed information about WCUSD 200 policies, practices and expectations can be found in the current school year's Parent and Student Handbook located on the district website at www.woodstockschools.org/handbook.

Additional forms and updated Kids Club information
can be found on our website at:
www.woodstockschools.org/kidsclub



Kids Club Site Information

Kids Club sites can be contacted directly. If your child is going to be absent, please call the site directly to notify the staff.

Kindergarten @ VDEL

2045 N. Seminary Ave.

School Office Phone: 815-338-8883

Kids Club Phone: 815-276-3669

Olson Elementary

720 W. Judd St.

School Office Phone: 815-338-0473

Kids Club Phone: 815-276-4371

Dean Elementary

600 Dean St.

School Office Phone: 815-338-1133

Kids Club Phone: 815-276-3634

Greenwood Elementary

4618 Greenwood Rd.

School Office Phone: 815-648-2606

Kids Club Phone: 815-276-3755

Westwood Elementary

14124 W. South St.

School Office Phone: 815-337-8173

Kids Club Phone: 815-276-3811

Mary Endres Elementary

2181 N. Seminary Ave.

School Office Phone: 815-337-8177

Kids Club Phone: 815-276-3781

Prairiewood Elementary

3215 Hercules Rd.

School Office Phone: 815-337-5300

Kids Club Phone: 815-243-1038

Kids Club Office Information

Address: 14126 W. South St.

Woodstock, IL 60098

Office Hours 8am-4pm

Phone: 815-338-0643

FAX: 815-337-6126

Email: kidsclub@wcusd200.org

Amy Kroyer, Director

Email: akroyer@wcusd200.org

Rachel Emricson, Assistant Director

Email: remricson@wcusd200.org

Robin DeVries, Secretary/Billing

Email: rdevries@wcusd200.org

Kids Club Program Options

Kids Club after school program is offered through each of the district's Elementary schools and also at Verda Dierzen Early Learning Center in conjunction with the full day Kindergarten program. All sites operate from the time school dismisses until 6:00pm. The Kindergarten program at VDEL is also open in the mornings from 6:30am until school begins. This includes half days when students are dismissed early from school.

Kids Club is open on many days that school is not in session (ie. parent/teacher conference days, winter break and spring break). ALL school sites will combine on these days from 6:30am-6:00pm for care. Parents/guardians will need to sign up for these non-attendance days at their sites prior to the day so the sites are adequately staffed. **There is no additional charge if your child is enrolled 5 days. If your child is enrolled 2 or 3 days, there will be an additional charge to attend these non-attendance days.**

Kids Club is closed on district designated national holidays as well as any other additional days set forth by the program administration. A calendar is provided with the welcome letter and can also be found on our Kids Club webpage through the district website.

Kids Club also offers a Summer Day Camp program that operates at one of the local Elementary schools. The Day Camp program includes weekly swim days at Woodstock Water Works, field trips and a variety of fun summer activities. Specific dates and details can be found in the Summer Day Camp informational flyer or on the Kids Club website page. Registration for Kids Club Summer Day Camp is separate from the school year program.

General Policies

Registration is open to any child, grades K-5th in a Woodstock Community School District 200 School, **provided the program can meet the needs of the child.** Kids Club sites are staffed with a Supervisor and Associate. Registration is on a first-come, first-serve basis. A waiting list will be started once the available space is filled. In the case of staff shortages, sites might be combined to provide adequate supervision for students.

Once a child is placed on the waitlist or registered for Kids Club, we have permission to view/obtain birth certificate, health and immunization records, IEP or 504 plans from WCUSD 200.

There will be every effort made to accommodate all children at Kids Club, however, our behavior code of conduct must be followed at all times.

Program Standards

Please be advised and understand that the Kids Club program is **not licensed or regulated by DCFS.** However, Kids Club strives to follow Department of Children and Family Services (DCFS) standards and the National Afterschool Association (NAA) regulations. Kids Club works with 4-C, a state agency that provides financial assistance for child care to families that qualify.

Statement of Nondiscrimination

Registration in the Kids Club program shall be granted without discrimination with regard to sex, race, color, creed, religion or political belief.

Registration

Each school year the parent/guardian must complete a registration and child information form for their child's participation in the Kids Club program. A non-refundable family registration fee is due upon registration each school year (\$105 for new families and \$52.50 for returning families). Parents/guardians are responsible for updating information.

Payments/Billing

Kids Club school year program fees are divided into ten equal payments and are applied to your account on the 1st of each month, August through May. **Billing statements will be emailed on the 1st of each month and payments are due on the 15th of each month.** If the parent/guardian would prefer a paper statement, arrangements can be made by contacting the Kids Club office. Payments that are received after the 15th of each month will incur a \$25 late fee. Cash and check payments can be made at the Kids Club site or at the Kids Club office. Credit/debit card payments can be made on the district's website using the ePAY system, which can be accessed at www.woodstockschools.org. A processing fee is charged when using this payment system.

No credit will be given for absences or non-attendance.

There will be a \$35 fee for any check or credit card that has Non-Sufficient Funds (NSF). If two NSF's are received, all future payments must be paid in cash, by money order, cashier's check.

Kids Club works with 4-C to provide funding assistance to qualifying families. Please call the Kids Club office for further information.

Kids Club reserves the right to remove a child(ren) from the program due to continuous non-payment or other payment difficulties. For billing and payment questions, please contact the Kids Club office.

Information Updates

If at any time the parent/guardian telephone number, home/email address or any other pertinent information changes, a Change of Information form must be completed. These changes also include adding or removing emergency contacts and individuals allowed to pick up the child. Please ask a Kids Club employee at your site for a Change of Information form if needed.

Attendance & Schedule

We are expecting your child to be at his/her Kids Club site as registered. Kids Club staff receive the absent list from schools daily and are aware if your child(ren) has been called in prior to the start of school. However, if your child is at school and his/her way home changes, the Kids Club office or site must be notified via email or phone. The Kids Club office and specific site phone numbers are listed at the front of this handbook. When in doubt, we will hold them at Kids Club.

Kids Club will need a 2-week notice for any schedule changes. If your child attends less than 5 days/week, you must indicate the specific days your child will be attending on your registration form. Days must remain the same each week. Please call the Kids Club office if you have special work circumstances.

Outside Items/Toys

Kids Club prohibits students from bringing in any items such as toys or electronics. If a child does bring them to Kids Club, Kids Club is not responsible for any lost or damaged items. This refers to any item (cards, stuffed animals, personal effects) that are not necessary to be at Kids Club.

Arrival & Departure

Kids Club uses an electronic check-in/out system. Each site uses a laptop/phone to record child arrival and departure times.

Kids Club does NOT provide a snack afterschool so please make sure your child has one.

If Kids Club is at your child's school, they will walk from their class to the Kids Club designated area upon school dismissal. Children who participate in extracurricular activities (band/orchestra, chess club, Girls on the Run, etc.) must check in with the Kids Club staff prior to attending his/her activity. Kids Club staff will expect that the child returns from the activity once it has ended. If your child is being bussed to Kids Club, they will be checked in when they arrive by the staff.

Children will only be released to individuals listed on the registration form. Each individual listed as an authorized pickup person is "attached" to the child in the registration system. Kids Club staff are expected to ask for a photo ID to verify authorized pickup persons. If individuals need to be added or removed from the authorized pickup list, Kids Club must be notified in writing. Change of Status forms can be requested at each site.

Late Pickup

Kids Club sites close promptly at 6:00pm. Due to the use of an electronic checkout system, times are recorded accurately. Late pickup fees will be added to the monthly statement automatically. If a parent/guardian is running late, please call the site phone to notify staff. If Late Pick becomes a chronic issue, removal from the program may occur.

Late pickup fees are as follows:

- 6:01-6:05pm = \$1/minute
- 6:06pm-6:15pm = \$3/minute
- 6:16-later = \$5/minute

If the staff have not received a call by 6:05pm, phone calls will be made to all emergency contacts listed on the registration form. If staff cannot reach anyone by 6:15pm, the non-emergency police may be called to provide supervision to the child(ren).

Illness Guidelines

Kids Club adheres to the same illness guidelines as the school district. If a child becomes ill at the Kids Club program, they will be moved away from the group and kept comfortable until a parent/guardian arrives. If a child is experiencing any of the following symptoms, the student should be kept home:

- Fever of 100 degrees or greater
- Vomiting
- Diarrhea
- Skin rash
- Severe congestion
- Red and watery eyes with crusting or drainage

Children must be symptom and fever-free for 24 hours without medication before returning to Kids Club.

*Please refer to the Woodstock Community School District 200 Parent and Student Handbook for more detailed information on the district's Illness Guidelines (including Head Lice, Communicable and Chronic Illness, Food Allergies, Immunizations, etc.).

Injury Guidelines

Kids Club staff receive basic training in first aid practices. School nurses are typically not on site when Kids Club is in session. Kids Club staff will treat minor injuries and notify the parent/guardian upon pickup. If injuries appear to be more severe, the parent/guardian and the Director of Kids Club will be contacted. If necessary, staff will call for emergency medical assistance/transport with signed consent.

If a child has physical restrictions due to an injury, a written list of restrictions from a doctor must be submitted to Kids Club staff so they are aware of the exact restrictions.

Medication & Medical Procedures

For non-emergency medications, Kids Club encourages parent/guardian's to have their child medications administered by the school nurse during the school day. If a child must take medication during Kids Club hours, the medication will be given to the child by the staff for self-administration. A Medication Authorization and Self-Administer form and a must be on file with the Kids Club office.

For emergency medications (Epipen, inhaler, etc.) that are stored in the nurse's office during the school year, Kids Club staff will have access to those medications each day. A Medication Authorization and a Self-Administer form must be on file with the Kids Club office.

Kids Club is not able to provide medical services that are beyond the skill and training level of the staff on site or provide care that is personal in nature (toileting, dressing, feeding).

Mandated Reporters

All Kids Club staff are mandated reporters and are required by law to report any suspected incidents of child abuse or neglect.

Publicity Permission

During the school year, students are occasionally photographed or videotaped for District publicity. Photographs, videos and other examples of a student's original work may be shared with local newspapers, used in various District print publications, displayed in school, or posted on the District or a school webpage. Videos and photographs may also be used in classrooms or at school-sponsored functions. At the time of registration, parents or guardians are given an Authorization and Release of Student Photographs/Videos/Original Work form which gives District 200 permission to use their child's name, image or original work on District or school webpages, in various District print publications as well as in school and around the District. Please see the section in the Parent and Student Handbook on "Webpage Publishing Guidelines" for information on revocation of this permission. Except for District or school print publications that have already been distributed to the school community, students who are pictured in photographs on District 200 webpages will not be identified by name in the caption, or any other context that would allow a visitor to the page to associate the student's name with his or her likeness.

Voluntary Withdrawal from Program

To withdraw from the program, the parent/guardian must call the Kids Club office to speak with a staff member. **Kids Club requires a two week withdrawal notice and charges will be incurred for those two weeks.** The registration fee is non-refundable.

School Closings

Kids Club will not be open on days that District 200 issues a school closing due to severe weather or other emergencies, as deemed by the Superintendent. Calls will be made by the district's automated messaging system or parent/guardians can visit the district website at www.woodstockschools.org for school closing information.

Homework Time

On a daily basis, at least 20 minutes will be scheduled for students to work on homework assignments and daily reading. Staff will assist children to the best of their ability with homework, but Kids Club cannot guarantee that all homework/daily reading will be completed. Students in grades 1-5 are issued a Chromebook (1:1 device). Students must follow district guidelines for use of Chromebooks during Kids Club time and it is at the discretion of the site supervisor when and if Chromebooks are allowed at any time other than for use with homework. We ask that you please work with your child's site if there are any limitations to Chromebook use.

Outdoor Play

Children will go outdoors daily except in instances when the "feels like" temperature is below 25°F or above 90°F with a heat index. Children should be dressed appropriately for the weather.

Food Service on School Non-Attendance Days & Breaks

The Food Services Department is not open on school non-attendance days, including half days. Children will need to bring an AM snack and sack lunch and drink on these days. Kids Club will provide a PM snack on days off school only at no extra charge.

Safety, Behavior and Discipline

Please refer to Woodstock Community School District 200 Parent and Student Handbook for detailed information on the district's Student Safety, Behavior and Discipline guidelines (including, but not limited to School Safety, Severe Weather, Dress/Appearance, Weapons, etc.)

Behavior Code of Conduct

Although Kids Club 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 children, staff and parents/guardians. **Please review the following behavior expectations with your child(ren) prior to attending the Kids Club program.**

Kids Club Behavior Expectations:

- Show respect to all staff, other children, property, equipment and buildings
- Take direction from staff and show cooperation with group activities/daily schedule
- Refrain from bullying, verbally aggressive, threatening or obscene behavior
- Refrain from putting self or others, including staff, in dangerous situations through actions or behavior
- No physical harm to self, other children or staff
- May not leave the program area/building without permission

A positive approach will be used regarding discipline. Kids Club staff will try to accomplish this through redirecting the child, using positive reinforcements, providing motivation and leading by example. Kids Club staff will work closely with parents/guardians and school personnel to work towards positive and safe behavior within the program.

If inappropriate, disruptive or destructive behavior occurs, a prompt resolution will be sought. Kids Club reserves the right to suspend or dismiss any participant whose behavior endangers the safety of him/herself or others.

The following steps will be taken:

1. Verbal Warning (depending on severity, several warnings may be given)
2. A Minor/Major Documentation form will be completed and signed by the parent/guardian. The severity and/or frequency of the behavior will dictate if it is considered to be a Minor or Major behavior. The Kids Club employees and Director will work with the child, parent/guardian and school personnel to correct the behavior.
3. After three (3) major reports are issued, the child will be suspended until a meeting is held with the director and/or site supervisor.
4. If upon return to the program the behavior continues, the child will be removed from the program for the rest of the school year/summer.

If a behavior is severe and/or represents a significant danger to the safety of self or others, the Kids Club Director may suspend or permanently remove a child at any step in the process.