

# Parent Manual



## KinderKids Club Kindergarten Enrichment Riverside Parks & Recreation



# Welcome

Welcome and thank you for choosing the Riverside Parks and Recreation Department's Kindergarten Enrichment. Our program is a chance for your child to extend their learning time and develop social, emotional, physical and cognitive skills in a fun and recreational setting.

Our program is unique because it provides our participants with opportunities to explore thoughts and ideas to further learning in new and creative ways. Our activities include art, music, dance, language arts, math, reading, history and gym/outdoor exploration time.

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## **I. LOCATION**

KinderKids Club Kindergarten Enrichment and Brown Bag Buddies are conveniently located at United Methodist (82 Woodside Rd., Riverside, IL 60546) on the second floor. Our classroom and lunch room space at United Methodist are located directly across the street from Hauser/Central School in Riverside.

In addition to our indoor learning space, we utilize many parks throughout Riverside for physical play and outdoor exploration. We utilize the Riverside Public Library as well to enhance subjects or themes we are learning about and to attend story time.

## **II. PHILOSOPHY**

This age is an important time for learning and developing social relationships as well as academic skills. The Riverside Parks and Recreation Department staff is committed to providing an enhanced learning experience as well as engaging in fun while maintaining a safe and nourishing environment.

We are dedicated to making KinderKids Club Enrichment a setting where children will thrive, develop lasting friendships and learn something new every day. We work hard to ensure we are tailoring our program to the needs of each individual child.

## **III. STAFF**

Mrs. Georgopoulos has a B.A. in Psychology with an emphasis in Child Psychology from DePaul University. She draws from a multitude of skills and experiences to bring her students a fun and interactive style of learning. Mrs. Georgopoulos believes that by combining play, music, art, science and culinary arts with traditional learning, the children learn practical tools, develop critical thinking, problem solving and a lasting excitement and confidence in learning. Mrs. Georgopoulos is currently the KinderKids Instructor for Riverside Parks and Recreation.

The enrichment program is overseen by the Riverside Parks and Recreation Program Coordinator. It is supported by part time recreation staff that will assist in driving, class management, and supervision.

## **IV. SCHEDULE**

Riverside Parks and Recreation KinderKids Enrichment program daily operations are Monday through Friday afternoons, 12:10 P.M. - 3:10 P.M. Brown Bag Buddies is an additional daily lunch program available Monday - Friday from 11:30 A.M. -12:00 P.M. ONLY if you are enrolled in KinderKids Club Enrichment. Registration takes place at 10 Pine Ave. Riverside, IL 60546, Monday – Friday 9 A.M. – 6 P.M.

Monday is a non-curriculum day and focuses on projects that explore subjects in a more hands on process. Projects can last the day or be built upon for the year.

KinderKids Enrichment will be doing indoor classroom play on a daily basis as well as going outdoors. We ask that you observe the weather and dress your child appropriately as we will be heading outdoors if the weather is above 30 degrees and there is no evidence of thunderstorms or

lightning. We will still go exploring if there are puddles or snow mounds, so please don't forget boots and warm socks when the elements look questionable. ☺

<b>KinderKids Typical Class Schedule and Areas of Focus</b> (Brown Bag Buddies is 11:30 – 12:00 Daily)	
<b><u>Laughing Language Frogs</u></b>	<i>Phonics Phonemic Awareness Journals Word Work</i>
<b><u>Magical Math</u></b>	<i>Patterns Correspondences Counting Number identifications</i>
<b><u>Super Specials</u></b>	<i>Fine Arts Mondays Arty Tuesdays Physical Play Wednesdays Scientific Thursdays Weekly Wrap-Up Fridays</i>
<b><u>Independent Learning Centers</u></b>	<i>Activities reflecting weekly lessons</i>
<b><u>KinderKids Wrap-Up</u></b>	<i>Finish Learning Centers, Clean Up, Review, Dismissal</i>

## V. CLASSROOM PROCEDURES

- Birthdays

We do not distribute treats due to allergies; however, we welcome special guest readers for the week of your child's birthday. Parents should email the instructor to set up a date. Special guest readers can schedule at a time to come in share their child's favorite story. For those children that do not have a birthday that falls during the school year, we can celebrate on their ½ birthday.

- Personal Belongings

We ask that you have all of your child's belongings labeled with their first name and last initial. This includes backpacks, lunch boxes, hats, scarves, coats, etc. Children will have cubbies to store their belongings, but in the event their things get lost, having items labeled with names makes things much easier. Unless specifically asked to bring items, we DO NOT allow toys, video games or other personal play items brought to KinderKids Club Enrichment.

## VI. PICK UP/ DROP OFF PROCEDURES

If you have registered your child for Brown Bag Buddies and KinderKids, and they attend a District 96 school in Riverside, then your child is eligible to be picked-up and brought to our program location (United Methodist, 82 Woodside Rd) depending on the school's ability to accommodate the transition from dismissal to pick up. Children will be picked-up by Parks and Recreation staff and walked over or driven to our program location. \*Child Release Forms are available for pick-up in the Parks and Recreation Department, and must be returned before your child attends our program.

If your child does not attend a District 96 school but you are enrolled in Brown Bag Buddies, you will be asked to drop-off your child no earlier than the program start time of 11:30 AM. No child is to enter the classroom without an instructor being present. If you are not registered for Brown

Bag Buddies, drop-off time for your child will be no earlier than the start of KinderKids Club Kindergarten Enrichment at 12:10 PM

- Student Information & Emergency Contacts

No child will be released to an individual not listed by the parent/guardian on the child's emergency form. Any person picking up a child must be on the list and have a photo ID. Any staff member has the right to refuse release of a child, and will ask to see picture identification of anyone picking up a child if the safety of the child is in question. If you would like to make any changes to this form, you must do so at the Water Tower. If there is a legal guardian that you would prefer not pick up your child, you must provide legal documentation stating that you have full custody.

Riverside Parks & Recreation will provide you with an emergency contact sheet. This sheet is available for pick-up in the Parks and Recreation office at 10 Pine Ave. Riverside, IL 60546. **You must fill this sheet out and return it by the assigned form deadline, August 15th.** We cannot allow a child to attend unless this form is on file. Riverside Parks and Recreation must have the phone number of at least one individual on the Information Sheet whom we can reach at all times and in case of an emergency. **We recommend providing us with CELL PHONE numbers for you and all emergency contacts.**

If you are not going to be at your usual daytime phone number, please provide the number that you can be reached during daytime hours. We will contact you in the case of illness or other emergencies we deem necessary. You will be expected to have your child be picked up as soon as possible in the event you are called.

- Early Drop Off

If you are dropping your child off at KinderKids Club, the child must be dropped off no earlier than 12:00 PM and no later than 12:10 PM. Dropping your child off any earlier could result in a Brown Bag Buddies charge.

- Early/Late Pick Up.

We request that you avoid picking up your child early as it disrupts their educational and recreational schedule. However, if you do need to pick your child up early, please provide 24 hours' notice if possible, and call the site phone when you have arrived. For safety and scheduling we do appreciate this notice, as we can often be on the move in class.

Children enrolled in KinderKids Club must be picked up by 3:10 PM. The pick-up times will be strictly enforced. If a parent is unable to pick-up their child by 3:10 PM, it is the parent's responsibility to make other arrangements. The parent must notify the Riverside Parks and Recreation Office at 708-442-7025 as soon as possible if they will be late to drop off or pick-up their child.

Riverside Parks and Recreation Department realizes that work or traffic conditions are sometimes beyond anyone's control, parents will be granted one verbal reminder for the first late pick-up. This verbal reminder will waive the first fifteen minutes, or portion thereof, avoiding a late fee. After the initial verbal reminder has been issued, any person who arrives after the set time to pick up a child will be charged the late fee.

Whoever picks up the child(ren) late will be required to sign a “Late Fee Statement” which will be sent to the Administrative Office. The late fee must be remitted within 3 business days. Adults/Guardians who arrive after 3:10 PM to pick up a child will be charged \$15 per ten minute late block (i.e. 1 – 10 minutes late = \$15, 11 min – 20 min late = \$30). If a child is not picked-up by pick up time, and we have not heard from a parent or guardian, the staff will call the phone numbers listed on the emergency form. Please understand that pickup times are so strictly enforced because other programs are affected if KinderKids runs late.

If children are still at United Methodist Church at 3:15 P.M. the KinderKids and instructor may walk the child to the Water Tower located at 10 Pine Ave.

*Frequent late pickups (three or more times) may result in suspension from the program.*

## VII. COMMUNICATION

Riverside Parks & Recreation Phone:	(708)442-7025
Riverside Parks & Recreation email:	<a href="mailto:riversidepr@riverside.il.us">riversidepr@riverside.il.us</a>
KinderKids Club Site Phone:	(331)701-6487

Again, welcome to our program and thank you for entrusting us with the care and education of your child! Communication between the KinderKids Enrichment Program, Riverside Parks and Recreation staff members, and the parents/guardians is vital. If you have any concerns regarding the program and/or your child, please ask to speak directly to the Program Coordinator.

If a situation or health concern arises within 12 hours of a class, the best way to reach the instructor is by calling the office at 708-442-7025 or the site phone at 331-701-6487.

Any questions about billing can be directed to 708-442-7025. Daily operations are under the management of the Program Coordinator. If you have any questions on programs or procedures, please call (708) 442-7025.

## VIII. ABSENCES

In the event that your child will not be attending the KinderKids Kindergarten Enrichment Program due to illness, appointments or other obligations, you must inform your child’s instructor in advance in writing or contact the Riverside Parks and Recreation Department before the start of the program on the day of the absence by phone.

Notification is imperative, so please don't neglect to do so. There will be a \$10 penalty fee if a child is not called in absent. If this happens three times, the child may be suspended from the program. Fees are not prorated due to absence. Please call the Riverside Parks and Recreation (708) 442-7025 to inform of any absence.

- Health & Safety

### Illness

We discourage participation in KinderKids Kindergarten Enrichment Program if your child is ill or has a fever. If a child becomes ill during the program, a parent will be notified and asked to pick up the child. If the parent is unavailable, we will call the emergency contact.

**Your child must be fever free for 24 hours before returning to the program.**

In case of contagious disease, please notify the KinderKids Kindergarten Enrichment Instructor immediately. All parents will be notified as soon as possible. Your cooperation is appreciated.

### **Medical Emergencies & Medication**

If your child is injured and requires more than basic first aid, the following steps will be taken:

- A staff member will call the paramedics to handle serious accidents/illnesses.
- We will contact you to inform you of the situation. If you are unavailable, we will contact persons listed on the emergency form.
- If necessary, paramedics will transport the injured child to the nearest hospital, accompanied by a KinderKids Enrichment Program staff member.
- You will be responsible for the emergency medical charges for all services rendered. Your authorization for the program staff to secure emergency medical care for your child and your commitment for payment therefore are both part of your registration agreement.

We prefer not to dispense medication during KinderKids Enrichment hours. In the event a child must have medication, the parent should do the following:

- Communicate the need to Riverside Parks and Recreation Program Coordinator.
- Fill out the Medication Information and Permission to Dispense Medication Forms. (Available in the Parks and Recreation office and or by calling 708-442-7025)
- Have medication in proper container and dosage forms.

***\*We reserve the right to refuse to dispense medication***

## **IX. SCHOOL CLOSINGS**

In the event that District 96 must close school due to inclement weather and/or mechanical difficulties, Riverside Parks and Recreation will also cancel the KinderKids Club Kindergarten Enrichment. We do not give credits in the event that these days should occur. We will not have any makeup days if there is an emergency closing. If D96 should have to close at midday, the school will contact parents to pick up your child/children. If KinderKids Club should have to close at midday, we will contact you to pick up your child/children. KinderKids is not hosted on days that the school district is off.

## **X. BEHAVIOR & DISCIPLINE**

The Riverside Parks and Recreation Department expects enrichment participants to always exhibit appropriate behavior at all times. The following basic principles are enforced to ensure a safe and enjoyable experience for all. The KinderKids Enrichment instructor may implement additional rules as they deem necessary.

Participants shall:

- Show respect to staff and other participants.
- Not disturb or hurt others verbally or physically.
- Not place him/her in a dangerous situation.
- Show respect for equipment, supplies and facilities.

KinderKids Enrichment staff will use a caring, positive approach regarding discipline. The purpose of discipline is to help a child develop self-control and learn to assume responsibility for his/her actions. We use only positive statements and reinforcement to redirect negative behavior. Each child will be disciplined accordingly and parents will be informed.

The Riverside Parks and Recreation Department reserves the right to dismiss any enrichment participant who poses a safety concern to another enrichment participant and/or instructor. We will evaluate each situation on its own merit and use Behavior Incident Reports to document inappropriate behavior. Recurring or severe behavior problems may lead to suspension or dismissal from the program. The safety and enjoyment of all participants is our main concern.

## **XI. CONCERNS AND/OR PROBLEMS**

Riverside Parks and Recreation puts the needs of you and your family first. Any issues and/or changes that your child has at school or at home can affect behavior during the enrichment program. Please keep us informed of any unusual circumstances so we can be sensitive to your child's needs. The staff would like to work as a team with your family. Your communication is vital to accomplishing this goal.

- Suspected Neglect or Abuse

In accordance with the procedures set forth in "The Abused and Neglected Child Reporting Act," any KinderKids Enrichment staff having reasonable cause to believe that a child, known to them in their professional capacity, may be an abused or neglected child, shall immediately report the matter to the Program Coordinator. The proper authorities will be notified.

## **XII. DISCHARGE POLICY**

Riverside Parks and Recreation reserves the right to discharge a child from the KinderKids Enrichment Program if any of the following conditions outlined below arise. It is the Riverside Parks and Recreation Department's policy that discharge from our programs is the last resort, but it will be implemented if the problem poses immediate danger to the welfare of the participants and/or is a detriment to the quality of the program operation.

- Participant actions or activities that are an endangerment to the safety of self and/or the other participants /staff of the Program. This includes inappropriate behavior, actions and/or language.
- Repeat violations of the pick-up/drop-off policy, for example: not calling Riverside Parks and Recreation Department when a child will not be in attendance.
- Violation of the tuition payment policies and deadlines.
- The childcare needs of the participant are incompatible with the curriculum structure of the KinderKids Enrichment Program.
- Any additional violations or concerns deemed unacceptable by the Riverside Parks and Recreation staff.

## **XIII. WITHDRAWAL**

To withdraw your child from the program, the Recreation Office must receive written notification from the parent or guardian by the 15th of the month preceding the withdrawal, or the parent will be liable for the full month of tuition. For example, if parents should decide that as of December 1st they do not wish their child to attend, they must notify the Registration Office in writing by November 15<sup>th</sup>. The Riverside Parks and Recreation reserves the right to deny the participant the opportunity to renew enrollment during the current school year after withdrawing from the

program. If your withdrawal happens after the deposit deadline, you will not be refunded the deposits. There is no prorating.

If you are interested in withdrawing due to an issue with our program please feel free to contact Program Coordinator to see if it as issue we can resolve. It is our goal to run a safe and effective program for our KinderKids!

If you have to withdraw your child due to the qualification for the KITES program, please contact the recreation department immediately. We do not allow partial attendance, but would like to speak with you to discuss our KITES procedures.

#### **XIV. PAYMENT POLICIES**

### **RIVERSIDE PARKS & RECREATION CAMP PAYMENT GUIDELINES**

We are so happy to have your child in our KinderKids Enrichment Program! In an effort to serve all of our KinderKids families with efficiency, we ask that you adhere to the payment guidelines detailed below. The Riverside Parks and Recreation Department has calculated the total yearly cost for this program and divided it into equal monthly payments. Yearly cost does not include any scheduled holidays or school institute days. . All questions/concerns may be directed to the Riverside Parks and Recreation Department at (708) 442-7025.

#### **Fee Structure**

- A \$270 deposit is required upon initial registration. The \$270 payment prorates \$30 per month of attendance and applied to your balance owed. 2019 deposits are not refundable after August 15. 2020 deposits are not refundable after December 2.
- Program Dates: 8/27/19 – 5/24/20
- Payment Deadline: 15<sup>th</sup> of the month prior (8/15 – 4/15)
- KinderKids Enrichment: \$270/\$280 Res/Non Res
- Brown Bag Buddies: \$80/90 Res/Non Res
- A \$5 sibling discount is available to those that enroll children in coinciding monthly payments. \$5 is the maximum discount per month, and children must be same household.

#### **Payment Methods**

The following payment methods will be accepted:

1. Online WebTrac – after initial registration. Pay off balance online under “Account” tab and scroll to “Pay Old Balances” in household WebTrac account.
2. Automatic Payments through your Bank. Checks need to be made out to: Village of Riverside  
To the attention of: the Riverside Parks and Recreation Dept. at 27 Riverside Road in Riverside, IL 60546.
3. In-Person at (the Water Tower) 10 Pine Avenue in Riverside, IL 60546

#### **Withdrawal from Program**

- If your child needs to be withdrawn from a program, please notify the Riverside Parks & Recreation Department by emailing ([riversidepr@riverside.il.us](mailto:riversidepr@riverside.il.us)). If you do not receive a confirmation email, please follow up by phone. We appreciate your cooperation.
- Fall session deposit (\$120) deadline is August 15, 2019. If you would like to make any changes to your 2019 school year enrollment without penalty, please do so before August 15.
- Spring Session deposit (\$150) deadline is December 2, 2019. If you would like to make any changes to your 2020 school year enrollment without penalty, please do so before December 2.

- Absolutely no refunds/transfers after designated deadline or prorating of any kind. Enrollment will close in October, unless the program is full prior.

#### **Timeliness**

- Payments are late as of the 16<sup>th</sup> of the month. Late payments will be subject to an additional \$25 per month late fee and may jeopardize participants' place in class and other programs for the Riverside Parks and Recreation Department.

#### **Returned Checks/Non-sufficient Funds**

- In the event of a returned check, the responsible party will be charged a **\$35 NSF FEE** per Village Code. After one incident, checks will no longer be accepted. Future payment may be made with cash or credit card.

The payment program is based on actual school calendar days. Selected school holidays are not included in the program. Tuition payments are non-refundable. Holidays, teacher institutes and field trip days are taken into account in the fee schedule. We do not issue credit for absence for any reason. Monthly installment payments begin on August 15 and end on April 15. If there is a balance left on your account the final payment will be due **NO LATER THAN April 16**. Monthly installment payments can be paid online, after initial office registration, as well as by check or credit card in the office. Fees are listed on the KinderKids Enrichment registration form.

#### **Disclaimer**

\*The Riverside Parks and Recreation Department reserves the right to change any statements/schedules/ and or policies within this manual. Any changes made would be for the betterment of the KinderKids Club Enrichment Program.

Any additional questions, comments or concerns can be directed at our Riverside Parks and Recreation Department's office at 708-442-7025.