

KinderKids Club Enrichment



Parent Manual



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.

KinderKids Typical Class Schedule and Areas of Focus (Brown Bag Buddies is 11:15 – 11:45)	
<u>Laughing Language Frogs</u>	<i>Phonics</i> <i>Phonemic Awareness</i> <i>Journals</i> <i>Word Work</i>
<u>Magical Math</u>	<i>Patterns</i> <i>Correspondences Counting</i> <i>Number identifications</i>
<u>Super Specials</u>	<i>Fine Arts Mondays</i> <i>Arty Tuesdays</i> <i>Physical Play Wednesdays</i> <i>Scientific Thursdays</i> <i>Weekly Wrap-Up Fridays</i>
<u>Independent Learning Centers</u>	<i>Activities reflecting weekly lessons</i>
<u>KinderKids Wrap-Up</u>	<i>Finish Learning Centers, Clean Up, Review, Dismissal</i>

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 Kinder Kids 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. CLASSROOM PROCEDURES

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.

Supply Boxes

This year to eliminate cross contamination, we will require that each student provide their own supply box which will be stored at the KinderKids Classroom.

Birthdays

We do not distribute treats due to allergies; however, we welcome your child to bring their favorite book for the week of your child's birthday. Parents should email the instructor to coordinate. For those children that do not have a birthday that falls during the school year, we can celebrate on their ½ birthday.

V. COMMUNICATION

Riverside Parks & Recreation Phone:	(708)442-7025
Riverside Parks & Recreation email:	riversidepr@riverside.il.us
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.

VI. 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.

General Health & Safety Guidelines of KinderKids Club related to Restore IL plan

**Please be advised that this section of the manual may be updated due to IDPH and Public Health guidance. Any updates will be communicated through email to each participant.*

1. Staff and participants must wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred).
2. Before being granted entrance to the school, Staff will ask whether participant is currently exhibiting COVID-19 symptoms. If a participant does have symptoms, they should wait to enter premises until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared. Staff will take temperatures of participants upon arrival using a touchless thermometer. Symptoms include: fever, cough, shortness of breath, and potentially respiratory distress 2-14 days after exposure.
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase IV guidelines.
4. Program staff will provide hand washing capability or sanitizer to participants with regularly scheduled hand washing time slots. Frequent hand washing by Staff and participants will be

implemented, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer will be available.

5. The program will emphasize outdoor, socially distant activities as much as possible.
6. Any child that exhibits COVID-like symptoms during hours of operation will be isolated from others before being picked up to leave. Guardians must arrange to pick up child that exhibits these symptoms.
7. The program will have visual markers 6-ft. apart to encourage social distancing in practical areas
8. If practical, depending on location, traffic flow will be created to minimize contact (one-way traffic, designated entrance and exit).
9. If practical, depending on location, we will eliminate common touchpoints (e.g., propping doors/ using touchless door pulls).
10. Water Bottle refilling's will be done by a staff who will sanitize the area and do so with gloves. Water fountains will not be available—all water fountains will be turned off and the areas blocked.
11. Program will adhere to IDPH grouping guidelines. We will have spaces with 2 groups, each group will remain separate and there will be no intermingling between groups.
12. During the day the participants will have bathroom breaks during which staff will be able to fill water bottles and participants may wash hands and use the restrooms. There will be spaces marked on the floor for entry to provide social distancing. There will be 1 participant in the bathroom at a time, while others wait at a safe distance.
13. All participants will be required to wear a mask when feasible. We will disinfect every day before and after the start and end of the program. This program will abide by the Governor's Restore Illinois Plan and the guidelines set forth by the Illinois Department of Public Health, Department of Commerce and Economic Opportunity, and other state agencies pertaining to operation during the COVID-19 pandemic. Children will wash hands upon arrival and throughout the day, when sinks are not available there will be hand sanitizer available.
14. If a participant or staff tests COVID positive notification: Everyone enrolled in the program will be notified of someone testing positive; however, the identity of the participant or staff that tests positive will remain confidential. The next step will be determined at the guidance of our advisors.

VII. DROP OFF & PICK UP

Beginning of Program

1. Before being granted entrance to the KinderKids/ Brown Bag Buddies Program, staff will ask whether participant is currently exhibiting COVID-19 symptoms. If a participant does have symptoms, they should wait to enter premises until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared. Staff will take temperatures of participants upon arrival using a touchless thermometer. Students will not be able to enter if they have a fever.
2. At drop off after the health screening staff will initial a note as an acknowledgment that the child has cleared the health screening.
3. No child will be permitted to be signed in until the start of the program. Staff does not take responsibility of the child and the child will not be permitted on program premises until the start of the program.

Pick Up Procedure:

1. Every person that picks up a child must be listed on the emergency form. No exceptions. Any additions to the emergency form must be coordinated at least 2 business days prior.
2. Every person that picks up a child must have a photo ID to ensure the name on the ID matches the name within the emergency form.
3. If possible please make it the same person picking up day to day to reduce the mixing of different people at the site. Participants will not be release if you do not have all of the requirements above.
4. Every child must be picked up by the end of the program. There will be a penalty fee to a late pick up. Repeatedly picking up a child late from this program can result in expulsion without refund.
 - a. For every 10 minutes late, a \$10 fee will be charged which must be paid within TWO business days. Otherwise child will be suspended from program until payment is received.

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 2:45 PM. The pick-up times will be strictly enforced. If a parent is unable to pick-up their child on time, 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 pickup 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 late 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 2:55 PM. the KinderKids instructor may walk the child to the Water Tower located at 10 Pine Ave.

VIII. ILLNESS

We adhere to the Covid protocol outlined earlier within the manual.

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 72 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 15th. 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.

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.

XIV. Fee Structure

A \$270 deposit is required upon initial registration for KinderKids. \$90 deposit is required for those enrolling in Brown Bag Buddies. The \$270 payment prorates \$30 per month of attendance and applied to your balance owed. 2020 deposits are not refundable after school start. 2021 deposits are not refundable after November 23.

Payment Deadline: 15th of the month prior (9/15 – 4/15) with the exception of September which will be due 2 days prior to start date.

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 confirmation. 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

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.