

410 N. Arlington Heights Rd  
Arlington Heights, IL 60004  
847.577.3000 | ahpdp.org



*Arlington Heights Park District*

**C.A.P.**

**CHILDREN AT PLAY**

*Before and After School Care for K-5*

**PARENT  
MANUAL**



410 N. Arlington Heights Rd  
Arlington Heights, IL 60004  
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UPDATED 2017

**DEAR PARENTS:**

Welcome to the Children At Play (CAP) Before and Afterschool program. The Park District, School Districts 21, 25, and 59, and the Village of Arlington Heights have developed this program jointly to provide quality before and after school recreational program for the children of Arlington Heights. We are excited to serve the needs of you and your family. All agencies are excited and pleased by the continued success of CAP and look forward to this year of operation. The Park District hires, trains, and supervises the staff and is responsible for the administration of the program. The School District houses the program and provides administrative and custodial support. The Village offers financial assistance to those families that qualify by providing scholarships for those residing within the village boundaries. Children in Kindergarten through 5th grade can participate in all District 25 Schools, at Poe and Riley Schools in District 21 and at Juliette Low School in District 59. Morning kindergartners are eligible only for the before school program; afternoon kindergartners are eligible only for the after school program.

The CAP program is committed to providing a safe and structured environment that encourages personal growth and development, while having fun. The qualified and caring staff are sensitive and flexible to meet the needs of the parents, as well as to meet both the physical and emotional needs of the children. They can be reached during program hours on the site phones.

The parent handbook has been designed to provide you with an overview of our policies and procedures. Please read all information carefully and thoroughly. If you have any questions, feel free to contact us at the Arlington Heights Park District, Monday through Friday 8:30 am - 4:30 pm.

Respectfully,

*Stacey VanEnkevort*

C.A.P. Supervisor

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## CAP Program Philosophy

It is the mission of the Arlington Heights Park District to enrich our community by providing quality recreation, parks, facilities and fun. CAP (Children at Play) will provide opportunities for all participants to develop a positive self-image through, experiences in a fun, friendly, structured and safe environment. In this recreational based program, participants will also be able to develop their social skills interacting through play and a variety of different activities that include problem solving, teamwork and following basic directions. This program will create a stimulating and creative environment, where children will be able to choose their own activities and projects that meet their interests and allow them to learn and grow at their own rate.

Our goal is to provide a program that strongly supports the six pillars of character: trustworthiness, respect, responsibility, fairness, caring and citizenship. “Character Counts” and benefits of a healthy lifestyle will be incorporated in all aspects of CAP.



### Daily Schedule

The program runs Monday through Friday. Morning hours are from 7:00 am until the children are dismissed to their classrooms or brought outside to line up with their classes at about 8:50 am. Afternoon hours begin at approximately 3:30 pm when the child arrives at the CAP and ends at 6:00 pm. Each child is responsible for getting to the CAP group immediately following dismissal from school to get signed in to the program. Children may participate in a

variety of activities including active play (outside if possible), passive play, and quiet time. The schedule may vary based upon the needs of the children and the facility where the program is held. For example:

#### Before School Program

- Breakfast
- Passive time
- Board & card games
- Arts & Crafts
- Active Games/Sports
- Dismissal to class/outside

#### After School Program

- Attendance taken
- Snack
- Gym/Outdoors
- Homework/Reading
- Arts & Crafts
- Teambuilding
- Active Games

## Registration Policy

It is our goal to accommodate as many families as possible. The Arlington Heights Park District reserves the right to adjust locations based on availability of space, staff and enrollment in order to maintain the safety, structure and integrity of the program as a whole.

- All registration must be accompanied by full and proper payment for information per registration forms.
- CAP offers priority registration to current participants and their siblings.
- Park district account must be in good financial standing.
- No participant is permitted to temporarily withdraw from the program.
- **Any participant withdrawing from the program:**
  - Must provide notice in writing with at least a one week notice (*Please use CAP Change Form*)
  - Will not be guaranteed a spot if they wish to return must resubmit complete registration and emergency forms
- Special needs accommodations can be made to assist your child. Please notify us as soon as possible to be able to find the appropriate accommodations.
- As with all programs, a minimum number of children is needed for us to hold the program at a particular site. In the event we do not have enough children parents will be notified and the program at that site will be cancelled.

## Registration Procedure

All registrations are subject to acceptance based on program availability, proper completion of registration material, payment status and history and Park District's ability to meet any special needs the participant may have. The completed forms need to be returned to the Park District Administration Center (410 N. Arlington Heights Road) with the payment information completed. Registrations can be mailed, faxed to 847-577-6935, emailed to capregistration@ahpd.org, put in the night drop box (available 24 hours a day) or delivered Monday-Friday, 8:30 am – 4:30 pm. A \$50 non-refundable deposit is processed at the time of registration and is applied toward the annual fees. A discount is available if two or more children are enrolled in the program. The additional child's/children's fees are reduced by 10%. (This discount does not apply to full day fees.) A 5% discount is available when the program fee is paid in full upon enrollment before December 1st of that school year.

Children currently enrolled and their siblings receive priority registration at their site over new participants when registering for the next school year, as long as the completed paperwork is received during the dates for priority registration. In order to participate in priority registration, participants need to remain enrolled in the current year's program until general registration begins and have paid all outstanding fees on their park district account for CAP or any other park district programs.

## General Registration

General registration begins early May for the following school year. All registrations received prior to the first day of registration are randomly sorted with any registrations received by 4:30 pm on the first day. After that, registrations are randomly processed on a daily basis. Any received after 4:30 pm or over the weekend are processed the next business day. This ensures fairness regardless of what method of registration is used.

## General Registration Continued...

If an opening is available, the child is placed in the program and a receipt will be emailed after processing. If an opening is not available in the plan that has been requested, the Coordinator contacts the parent and offers the parent an alternative plan if one is available. If no alternative is available the child is placed on a wait list. Once the school year begins, registration requires approval and the parent is notified by phone. The child can start in the program 4 business days after notification of acceptance into the program.

## Payment Policies

- The yearly tuition has been divided into an installment plan that includes a non-refundable deposit processed at registration and 9 equal monthly installments, which is based on actual school calendar days. (All half days and early releases are included.) Please see registration form for yearly program fees. Please note that the initial installment fee will vary from what is shown on the registration form once the school year has started or if transferring from one program to another.
- Institute days and selected school holidays and breaks are not included in the installment plan, but can be registered for separately.
- **Two Payment Options** - You may pay the tuition in full at time of registration and receive a 5% discount or sign up for automatic monthly payments from a bank card. (If you are you are unable to do either of these, please contact the Program Supervisor)
- Payments are processed on the 1st of every month.
- Late fees must be paid if paid after the 5th of the month.
- After the 10th of the month, the child will be suspended from the program until the account is brought up to date. After 30 days, the child will be withdrawn from the program.
- If difficulty meeting a payment deadline becomes an issue, contact the CAP Supervisor at least one week prior to the payment due date.

### Payments may be paid in the following ways:

1. Automatic monthly withdrawal from a bank card.
2. Paid in Full at Registration (*Receive a 5% discount for registrations before December 1st*)
  - No payments are accepted at program sites
  - Partial payment is not accepted, full payment is required to participate.
  - Prorated payments are available for late registration.
  - There will also be a Non-Sufficient Funds/Decline Payment Fee of \$25 for payments that rejected at time of processing.

### Late Payments

*If you need to make a change to your Bank Card, please use the CAP Change Form to do so before the payment is processed on the 1st of each month. If you have questions or concerns about your billing, please contact Sandy Anderson at 847-506-7136 as soon as possible.*

- If the payment is not received by the 5th of each month, regardless of a holiday or weekend, a late fee of \$10 per child will be applied. (*This includes if a bank card payment is declined.*)
- Late payments are not considered paid in full unless late fee is paid as well.
- Consistent late payments and non-payments may result in suspension of the program.



### Scholarship Program

Together with the Village of Arlington Heights there is a scholarship program for those residing within the boundaries of Arlington Heights and needing assistance in paying the CAP fees. For further information, contact Stacey VanEnkevort at 847-506-7871. For families currently on scholarship, please contact the village four weeks prior to the scholarship expiration date to ensure continued coverage. These scholarships are available on a limited basis.

### Tax Information/Flex Benefits

- You can access monthly receipts on your park district account online.
- Your payment will be processed on the 1st of the following month.
- The Arlington Heights Park District tax identification number is 36-6000167.
- Flex Benefit Forms for day care reimbursement may be submitted to CAP billing and will be processed within 3 business days. If additional billing information is required, please contact Sandy Anderson at sanderson@ahpd.org.

### Program Plan Changes

On occasion, circumstances will require a change in your child's program plan affecting when and how often they attend CAP. Approval is required from the CAP Coordinator or Supervisor. When transferring from one program plan to another, charges may occur if switching to a higher plan or a refund will be given if switching to a lesser plan. Any plan/schedule change will incur a \$5.00 service charge per child per change. If your change does not change the Plan they are registered or the monthly fee, the fee will be waived. We require at least one week's notice for any plan change.

*\*Scholarship participants transferring to a more expensive plan need to verify with the CAP Supervisor to see if their scholarship covers the additional charges.*

### Refund/Credit Policy/Withdrawal

Refunds for the monthly tuition will be given if the participant moves out of the district, withdraws from the program or for an extended medical leave (5 days in a row or more) with a doctor's note. If moving out of the district or withdrawing from the program a CAP Change Form must be submitted to the Administration Center at least one week prior to the last day attended. The refund for moving or withdrawal will be pro-rated based on child's attendance, when written notification was given and includes a \$5 service charge. Refunds or credits will not be given for snow days, vacation, illness, extracurricular activities, disciplinary reasons or other temporary childcare arrangements.



### Drop Off and Pick Up

When you drop off/pick up your child, you must enter the building and sign in/out your child. Please respect staff's set up time by not arriving earlier than 7:00 am. This time is essential for the staff to set up and prepare for the day's activities. Children can be dropped off until the program ends in the morning, but breakfast will not be available after 8:45 am. In the afternoon, the staff will not release a child to an individual whose name is not listed on the child's Emergency Form and under no circumstances is a child allowed to leave the program unescorted. In the event that someone else needs to pick up your child and is not on the list, we must have the authorization in writing. Staff will ask for a picture I.D. Parents and legal guardians are allowed to pick up the child unless legal documentation shows otherwise. If a parent needs to add someone to the "Emergency and Release" form, you may add it directly to your form at the site.

The only person who may make changes is the parent/guardian who filled out the original forms. Children and/or parents may not go to classrooms or any other part of the school when CAP is in session. In the event that you will not be able to pick up your child by the program end time, please notify the site immediately.

### Late Pick Up Policy

The pick up time of 6:00 pm will be strictly enforced. If at all possible, contact the site director when unable to arrive by 6:00 pm, it is the parent's responsibility to make other arrangements. Any parent who arrives after 6:00 pm to pick up a child is charged a \$10.00 late fee for the first 10 minutes that they are late and \$1.00 for every minute there after. A "Late Pickup Form" will be filled out and sent to the administration center where it will be charged to your saved bank card. In the event that a child is not picked up by 6:15 pm, the emergency phone numbers are called and the emergency contact is asked to pick up the child. If no one can be reached by 6:30 pm, the Arlington Heights Police Department is notified. If late pick ups become a habit, you run the risk of your child being dismissed from the program.

## Absences

Any time your child will not be attending the CAP after school program; it is the parent's responsibility to inform the site by leaving a message on the site phone by 3:00 pm. It is not the school's responsibility to inform us of absences or if a child went home early. Notification is imperative and mandatory! (If your child will not be at the morning program, you do not need to notify us, since you are required to sign them in.) Please notify the Site Director in advance of planned absences. Messages may be left on the cell phone 24 hours a day. If your child's attendance for CAP varies from week to week, it is your responsibility to give the site director a written schedule at least one week in advance, earlier if possible. Monthly notification is appreciated.



### If a child is expected at CAP after school and does not arrive, the following steps will be taken.

- The CAP staff checks with the school office staff.
- The parents are contacted.
- The emergency contacts and pick-up authorizations are called.
- The Park District supervisory staff is notified.
- The Arlington Heights Police Department is notified.

*At any of the above steps, if the child is located, the sequence stops.*

## Failure to Report Absence Fee

One of the most potentially frightening and frustrating situations for a site director is tracking down a child who is expected after school and he doesn't show up at CAP. Being responsible for the safety and welfare of each child we have to make several phone calls, check with the school staff and emergency contacts, and as a last resort contact the police and report the child missing. This takes the site director away from regular duties and supervision of the CAP group. If a parent fails to notify the CAP site of an absence before the start of the afternoon program, a "Failure to Report Absence Fee" will be assessed for each occurrence. This will be noted on an "Extra Fee" form and sent to the Administration center to process to your saved bank card.

### These fees are as follows:

- First time: Free pass
- Second time: \$10
- Third time: \$15
- Fourth time: \$20
- Fifth time: \$25 and a one week suspension

*If the Police Department has to be called due to a "Failure to Report an Absence" this will result in an automatic one week suspension. If the "Failure to Report an Absence" becomes a habit, you run the risk of your child being dismissed from the program. There will be no credit for any suspensions given due to a failure to report an absence.*



## Breakfast/Snack

As part of the CAP program, a cold breakfast is available each morning and a light snack with drink will be served each afternoon. If your child has any allergies or dietary restrictions, please be sure to indicate them on the Emergency Form. Each month there will be a Snack Calendar with the daily snack being served. Parents will need to supply any special food or drink required by their child for daily breakfast or snack. For health and safety reasons, we are not able to allow the family to bring in food or drink for the entire group.

## Outside Play

Please have your child dress appropriately for the weather. We do go outside as weather permits and the children should be comfortable for outside activities. Coats, gloves, hats, scarves and boots should be marked for easy identification. When we go outside for activities, all children are required to go outside, unless we have a note from a parent regarding a medical condition. Unfortunately, our program is not able to provide one-on-one care for your child. For restrictions longer than three days, please provide a doctor's note.

## Homework Policy

It is not the responsibility of the CAP Staff to ensure that any child does their homework. However, there is a period of quiet time scheduled every afternoon for those that need to get their homework done. The staff is happy to remind and encourage your child that it is time to do their homework, but will not force them to do so. The staff is not there to tutor or work one on one with your child on their homework. This program is designed to be a fun, recreational program. We want to make sure to keep that energy and not let it become an extension of the school day. It is important for the kids to be able to participate in the activities because the benefits of recreation are endless.

## Extracurricular After School Activities

Children may take part in extracurricular activities held at their schools (scouts, clubs, etc.). To do this, a parent must notify the Site Director by completing an "Extracurricular Activity Form" for each activity the child will be attending. These forms are available at each site. The person in charge of the extracurricular activity is responsible for bringing the child to the CAP program when the activity is over. Sorry, no credit is given for missed time. Once a child is signed out and leaves school grounds he is unable to return to CAP.

## Leaving or Running Away from CAP

**In the event a child leaves or runs away from the CAP program the following steps will be taken:**

- Staff will encourage the child to return voluntarily.
- If the child leaves school grounds the police are called to locate the child because CAP staff are unable to leave the school grounds.
- The parents are contacted.
- A conduct report is filled out with the possibility of suspension.
- The second time a child leaves or runs away from CAP he is given a one week suspension.
- The third time results in removal from CAP.

## Full Days Off of School

The CAP program conducts special events and field trips on full days off of school. On full days, most CAP sites will be combined. Make sure you check the parent board for full day locations. Unfortunately with all these arrangements being made in advance, once a child is registered and the registration deadline has passed, we are unable to issue a refund should he not attend. Registration for Full Days is available online or at the Administration Center. For details and program codes, please check the CAP Parent Resource page at [www.ahpd.org/programs/cap-parentresources](http://www.ahpd.org/programs/cap-parentresources). Those on scholarship must register in person or send a completed AHPD registration form to the Administration Center. If you miss the deadline, you may register to be added to the waitlist and if a spot comes available we will contact you. The child will be placed on a wait list and you will be notified if accommodations are available. On full days please make sure your child arrives prior to 9:00 am and must be wearing their CAP t-shirt, which will be issued on the first Full Day they attend. When the group goes on a field trip and leaves school grounds, CAP staff cannot be responsible for a child arriving late. Children are not allowed to be dropped off or picked up at field trip locations.

The fee for a full day from 7:00-6:00 pm is \$40/child. Fees cover the cost of breakfast, lunch (if included), snack, staffing, transportation, entertainment, and admissions. A minimum number of children are required to run a full day program. Parents are notified in advance if we are not able to offer a program due to low numbers. Extra CAP shirts will be available to purchase if you wish to purchase more than one for the days off. If your child does not show up with their shirt on a day off, they will be issued an additional one which you will be charged for with your monthly payment.

**Full day CAP (7 am-6 pm) is available on the following days:**

- Most institute and conference days
- Veteran's Day
- President's Day
- Columbus Day
- School improvement days
- Martin Luther King Jr.'s Birthday

*Please note: CAP is not in session during winter and spring breaks! Look for flyers and registration forms at the site or check out [ahpd.org](http://ahpd.org) for winter and spring break camps with extended hours offered through the park district.*



## Emergency School Closing

In the event that your child's school has an emergency closing due to weather, mechanical difficulties, etc., the program at that school will be cancelled. When school is cancelled for the entire day it is announced on the radio (WGN and WBBM), on Comcast cable channel 15, WideOpenWest cable channel 17 and also online at [EmergencyClosings.com](http://EmergencyClosings.com). You can also access park district program cancellations at [ahpd.org](http://ahpd.org) or by calling (847) 577-3003. For a midday closing, the parent is notified by school personnel. If the parent cannot be reached, the emergency number is called. Sorry, no credit is given for these days.

## Code of Conduct

Participants and their parents/legal guardians are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make Park District programs safe and enjoyable for all participants. Additional rules may be developed as deemed necessary by staff.

- No bullying, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.
- All threats and threatening behavior will be taken seriously and reported to the authorities.
- Participants and parents must refrain from using abusive or foul language.
- Participants must show respect to all staff, participants, all property, equipment and facilities
- There may be no physical contact with any other participants/staff or cause verbal or physical harm.
- Participants may not place themselves or others in dangerous situations through actions or behavior.
- No weapons or items that may be used as weapons may be brought to the program.
- Participants may not leave the program area without permission.
- Participants are responsible for their actions and belongings (Bags, jackets, school supplies, items brought from home with permission, etc.) Please note: cell phones and other electronic devices will not be allowed at the program.
- No refunds will be issued for suspensions.

## Discipline Policy

It is our philosophy for discipline to teach participants to take responsibility for their own actions. We try to accomplish this through using specific directions, redirecting a child, positive reinforcements, motivation and through following by example. Since each participant has different ways of learning, several different methods may be used. Staff periodically reviews rules (consistent with all school rules) with participants during the program session. The Park District as well as School Districts 25 and 59 are members of the CHARACTER COUNTS! coalition. The mission of the group is to provide leadership and coordination to the Village of Arlington Heights for developing citizens who live, model, and encourage positive character in homes, businesses, community and service organizations, and in the faith communities. The CAP program also participates and promotes CHARACTER COUNTS! by emphasizing the six pillars of character: trustworthiness, respect, responsibility, fairness, caring, and citizenship.

- **1st Offense** – *Verbal Warning* (depending on the severity, several warnings may be given)
- **2nd Offense** – A *Conduct Report* will be filled out and filed with the CAP Supervisor and the parents/guardian. The parents will be required to sign the report, which will remain in the participants file. The staff will work with the participant and parents to correct the behavior. (This may be issued immediately, without warnings for serious infractions.)
- **3rd Offense** – *Suspension*– the participant will be suspended from the program for one to three days, depending on the severity of the situation. The suspension will be in effect the first program day following the offense. The first time will usually be for one day and the second time for three days. The parent will be notified by the Site Director or the Recreation Supervisor. Upon return from a three day suspension, if behavior continues, the CAP Supervisor may permanently suspend a participant from the CAP program, which also may affect any Full Day Programs.

*Depending on the situation and the degree of the offense or repetitive inappropriate behavior, the participant may be permanently dismissed from the program following the issuance of a Conduct Report. There will be no refunds for days missed due to disciplinary infractions.*

At CAP, we hold a “Zero Tolerance to Violence” policy. A participant that is physically or verbally abusive or exhibits any other behavior that causes harm to themselves, to another participant, volunteer or Park District staff will be immediately suspended without any prior warning. No bullying, verbal abuse, threatening or physical violence towards Park District staff, NWSRA staff or any participant will be tolerated. All threats and threatening behavior will be taken very seriously and will result in an immediate suspension and possible dismissal from the program.

## Concerns/Problems

Any troubles or changes your child has at school or at home may affect behavior during the program. Please keep us informed of any unusual circumstances so we can be sensitive to your child’s needs. The staff wants to work as a team with family and school. Your input is vital to our accomplishing this goal. Please discuss issues of a sensitive nature in private, away from your child and others in the program.

## Illness and Injury

- If a child becomes ill during the program, a parent will be notified and asked to pick up the child as quickly as possible. The child must be fever free for 24 hours before returning to the program. If a child vomits, they must go home immediately, if a parent is unable to pick them up, the emergency contacts will be called.
- We ask that you be considerate of other children and staff and keep your child home if they show signs of illness.
- In case of a contagious disease, please notify CAP staff immediately. All parents at that site will be notified as soon as possible. Your cooperation is appreciated.
- A child must receive appropriate treatment, depending on the condition, before returning to the program and may require a medical release from a physician.
- Paramedics (911) will be called to handle serious injuries. If your child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility immediately. You are 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 thereof, is part of your registration agreement.
- **Notification of Medical Attention:**
  - Any minor injury/illness, we will only administer basic first aid such as band-aid or ice pack and you will be notified when you arrive.
  - In the case an injury/illness requires more attention; we will administer first aid and contact the parent or the emergency contacts in the event you are unreachable. An accident report will be completed, as well.
  - If necessary, we will contact emergency services and participant will be transported to the nearest hospital.

## General Safety Rules and Policies

- Children should wear gym shoes every day to allow full participation in the activities. Please send jackets, boots, hats, gloves, etc, so your child can play outside.
- Only CAP staff, school district staff, current participants, parents/guardians, invited special guests and adults on the emergency release form will be allowed on the premises during program hours.
- All school policies and rules will remain in effect and apply during program hours.
- No electronics, iPods, cell phones or handheld games will be allowed.
- Movies may be shown. All movies must be rated “G” or “PG.” “PG” movies are only to be shown with parent permission.
- Personal belongings and toys from home are strongly discouraged. Staff is not responsible for lost or stolen items and reserves the right to restrict or confiscate inappropriate toys.
- Any toy brought from home must have prior approval from the Site Director.



### Medication

Strict policies have been put in place regarding the dispensing of medication to participants. We prefer not to dispense medication during CAP hours, but should a participant be required to receive medication while in the program the following policies must be followed. This includes restrictions for any over the counter medications (including cough drops and pain relievers) and any prescription medication. Parents/Guardians are required

to complete a “Medication Waiver” for any and all medication to be administered to participants by CAP Staff or the participants themselves (Inhaler/Epi-Pen).

- Parent/Guardian must sign and complete a “Medication Waiver” form, which also requires a doctor’s signature.
- Send to CAP Supervisor and secure supervisory approval 24 hours prior to dispensing of medication.
- Medication must be in the original container whose prescription label must include patient’s name, physician’s name, pharmacy name, name of medication and complete dosage information.
- Medication will be stored in locked area at temperature consistent with package instructions. If program is outside, medicine will be in the first aid kit.
- Students must have a medical release form to keep medication such as inhalers and an epi-pen with them.

### Equal Access/Special Accommodations

The Arlington Heights Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels. No eligible participant will, on the basis of race, sex, creed, national origin, or disability be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or opportunity. The Park District is a member of a cooperative agreement among 17 park districts which form the Northwest Special Recreation Association. NWSRA provides assistance for individuals with disabilities registered for park district programs.

If your child has any special medical, physical, psychological and/or emotional needs or receives special services from the school district, please list in detail on the registration material. When registering for CAP, the parent of the individual should contact the park district and NWSRA to notify us of any accommodation needed in order for the individual to successfully enjoy the program. Lack of information may adversely affect the park district’s ability to accommodate the needs of your child. All participants must be toilet trained and are responsible for their own toileting needs. Please allow at least 2 weeks for all requests.

### Suspected Abuse or Neglect

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

### Communication with Site and Administrative Staff

Communication between the CAP staff members and the parents is vital. A “Parent Information” board is displayed by the daily sign-in sheets. Please check daily for updated CAP news. Each month there will be a Site Newsletter, Activity Calendar and Snack Calendar available at the site and on the website at [www.ahpd.org/programs/cap-parentresources](http://www.ahpd.org/programs/cap-parentresources) . For communication purposes, each site has a cell phone. The phones are for parents needing to contact staff to inform them of an absence, late pick up or family emergency. These phones are not for parents to call their children, as this is not fair to the other participants. Participants will be able to use these phones in an emergency. Also, participants may not use personal cell phones at the site. The telephone at the site will only operate during program hours (before and after school). You may leave a message on voicemail at any other time. Please let us know if there are any suggestions to help us improve parent communication.



#### Sites

Sites	Number	Email
Dryden	(847)871-7811	DrydenCAP@ahpd.org
Greenbrier	(847)871-7812	GreenbrierCAP@ahpd.org
Ivy Hill	(847)871-7813	IvyHillCAP@ahpd.org
Juliette Low	(847)871-7814	JuliettelowCAP@ahpd.org
Olive-Mary Stitt	(847)871-7815	OliveCAP@ahpd.org
Patton	(847)871-7816	PattonCAP@ahpd.org
Pioneer	(847)309.8963	PioneerCAP@ahpd.org
Poe	(847)871-7817	PoeCAP@ahpd.org
Riley	(847)871-7818	RileyCAP@ahpd.org
Westgate	(847)871-7819	WestgateCAP@ahpd.org
Windsor	(847)871-7820	WindsorCAP@ahpd.org

Any other questions, do not hesitate to call Monday – Friday from 9:00 am-5:00 pm.

#### Staff

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