

# WELCOME TO CAP!

The Arlington Heights 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 programming 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 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.

This parent handbook has been developed to provide you with information regarding our policies and procedures. Please read over the handbook carefully. If you have any questions, feel free to contact the CAP Administrative staff.

## CAP Administrative Staff

Emma O'Meara- CAP, Camp & Preschool Manager	847-577-3046	eo'meara@ahpd.org
Colleen Hagen- CAP/Day Camp Supervisor	847-506-7871	chagen@ahpd.org

### Please note:

- CAP is not a program licensed or regulated by DCFS
- CAP uses ePACT to collect medical and emergency contact information electronically. The parents/guardian listed as the primary contact on your registration form will be sent an email after registration with a link and directions to fill out important information about your child(ren). The ePACT information must be completed before your child's first day of CAP. This information is required; failure to fill out the forms prior to the first day of school will result in your child not being allowed into the program.
- All information that is handed out at CAP will be delivered to the person signing your child in and out. This includes disciplinary notices, late pick-up notices, registration forms, school day off information, etc. Please make sure you are checking your child's backpack daily for important information that may have been sent home with them.

### CAP Locations and Information

SCHOOL	ENTRANCE	LOCATION	CELL PHONE	EMAIL
<b>DISTRICT 25</b>				
<b>DRYDEN</b>	South Entrance	Gym	847-871-7811	<a href="mailto:DrydenCAP@ahpd.org">DrydenCAP@ahpd.org</a>
<b>GREENBRIER</b>	Main Entrance	Commons	847-871-7812	<a href="mailto:GreenbrierCAP@ahpd.org">GreenbrierCAP@ahpd.org</a>
<b>IVY HILL</b>	East of main entrance	Commons	847-871-7813	<a href="mailto:IvyHillCAP@ahpd.org">IvyHillCAP@ahpd.org</a>
<b>OLIVE-MARY SITT</b>	Main Entrance	Commons	847-871-7815	<a href="mailto:OliveCAP@ahpd.org">OliveCAP@ahpd.org</a>
<b>PATTON</b>	South Entrance (near gym)	Commons	847-871-7816	<a href="mailto:PattonCAP@ahpd.org">PattonCAP@ahpd.org</a>
<b>WESTGATE</b>	Rear entrance (Grove St)	Commons	847-871-7819	<a href="mailto:WestgateCAP@ahpd.org">WestgateCAP@ahpd.org</a>
<b>WINDSOR</b>	Door #12	Commons	847-871-7820	<a href="mailto:WindsorCAP@ahpd.org">WindsorCAP@ahpd.org</a>
<b>REMOTE SITES</b>				
<b>ARC</b>	Entrance off Ridge St.	Lower Level	630-707-9894	<a href="mailto:ARCCAP@ahpd.org">ARCCAP@ahpd.org</a>
<b>PIONEER PARK</b>	Main Entrance off Tennis Courts	Activity Room	847-309-8963	<a href="mailto:PioneerCAP@ahpd.org">PioneerCAP@ahpd.org</a>
<b>REC PARK</b>	Main Entrance behind building	Activity Room	847-815-9057	<a href="mailto:RecCAP@ahpd.org">RecCAP@ahpd.org</a>
<b>DISTRICT 21</b>				
<b>POE</b>	Northeast Door	1st floor Class	847-871-7817	<a href="mailto:PoeCAP@ahpd.org">PoeCAP@ahpd.org</a>
<b>RILEY</b>	West Side door	Multipurpose	847-871-7818	<a href="mailto:RileyCAP@ahpd.org">RileyCAP@ahpd.org</a>
<b>DISTRICT 59</b>				
<b>JULIETTE LOW</b>	East Side door	Multipurpose	847-871-7814	<a href="mailto:JuliettelowCAP@ahpd.org">JuliettelowCAP@ahpd.org</a>

## **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. Children at Play (CAP) 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.

## **Daily Schedule**

The program runs Monday through Friday on days school is in session. 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 to the CAP program and ends at 6:00 pm. Each child is responsible for getting to CAP immediately following dismissal from school to get checked into 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

## **General Policy**

Enrollment is open to any child in kindergarten through fifth grade who attends District 21, 25 and 59; provided the program can meet the needs of the child. Once the program is full, a waitlist will be started. Individuals will be taken off of the waitlist in the order they have been placed on it, as space becomes available.

## **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 registrations must be accompanied with payment information.
- 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.

**Program Withdrawal:** Any participant withdrawing from the program must provide notice in writing with at least a one-week notice by completing the *CAP Change Form*. Re-enrollment will not be guaranteed a spot if/when you wish to return. A new registration form must re-submitted.

**Special needs accommodations:** 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.

**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 our CAP registration page online for fees. Please note, that the initial installment fee will vary from what is shown on the CAP registration page once the school year has started or if transferring from one program to another.

Institute days, selected school holidays and breaks are not included in the installment plan, but can be registered for separately.

#### **Payment Options –**

1. **Pay in Full:** 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 unable to do either of these, please contact the Program Supervisor)
2. **Payment Plan:** 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, please contact the CAP Supervisor at least one week prior to the payment due date.

There will also be a Non-Sufficient Funds/Decline Payment Fee of \$25 for payments that rejected at time of processing.

*\*Please have an updated card on file for all payments.*

#### **Financial Assistance Program**

Together, with the Village of Arlington Heights, there is a financial assistance program for those residing within the boundaries of Arlington Heights and need assistance in paying CAP fees. For further information, contact Emma O'Meara at 847-577-3046. For families currently on financial assistance, please contact the Village four weeks prior to the scholarship expiration date to ensure continued coverage. These scholarships are available on a limited basis.

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

#### **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 Emma O'Meara at 847-577-3046 or eo'meara@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 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. We require at least one week's notice for any plan change.

### **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 CAP Supervisor 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**

To drop off/pick up, a parent/guardian 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 8:15 am. In the afternoon, the staff will not release a child to an individual whose name is not listed on the child's pick-up list in the ePACT profile, 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 ePACT pick up list, you can edit your profile at any time.

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 pickup 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 thereafter. 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 CAP, it is the parent's responsibility to inform the site by leaving a message on the site phone. 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 for the before school program. For the afternoon program, please leave a message by 3:00pm notifying us of your child's absence. Please notify the Site Director in advance of planned absences. Text messages and voicemails 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 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. **Please make sure to notify the CAP site your child attends, not the CAP Supervisors.**

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 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.*

*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 consisting of cereal and milk, is available each morning and a light snack will be served each afternoon. If your child has any allergies or dietary restrictions, please be sure to indicate them on the Emergency Form you filled out on your ePACT profile. 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 families to bring in food or drink for the entire group.

The CAP program uses a variety of distributors for their snack and breakfast needs. If there are shortages or any outages from the supply chains, CAP might have to shift to an alternative option or completely different option without much notice. All options that we order are listed on distributors sites with a "K-12 Approved" notation. We would only order off of this list for specialty snacks (I.E., holiday themed snacks or a sweet treat for a special reason).

CAP is not a nut free environment. Children with a nut or other food allergies will be able to enjoy their snack at a designated nut free table. Please help us ensure the safety of children with allergies by sending your child with something nut free whenever possible.

## **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; 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.

Remote site location participants can participate in an extracurricular activity at their school, but bussing will not be available after the activity is over. Parents/guardians must then pick up after that activity is over.

## **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/she not attend.

Registration for full days is available online or at the Arlington Ridge Center. For details and program codes, please check the CAP webpage. The Full Day information, including codes, deadlines, field trip information, etc. will be emailed out by CAP supervisors and listed at the CAP sites on the parent information board.

Those receiving financial assistance must register in person or send a completed AHPD registration form to the Arlington Ridge 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. On Full Days, please make sure your child arrives prior to 9:00 am and 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.**

## **Emergency School Closing**

If School District 21, 25, and/or 59 announces school closings due to weather, AM and PM CAP will be canceled. This includes our remote locations as well. Credit is not given for canceled days. The school districts add these days to the end of the school year, and CAP will operate on those emergency 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 (including firearms) or items that may be used as weapons may be brought to the program.
- Participants may not leave the program area without permission. This includes going back to the classroom after school hours.
- 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**

**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 participant's 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 CAP 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.

### **Toilet Training**

All children enrolled in CAP must be toilet independent. If a child has a bathroom accident, a parent will be called to bring a change of clothes/shoes to the program within one hour. If a parent cannot be reached the emergency contacts will be called.

### **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, without fever reducing medication, 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 the 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 unless otherwise noted.

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.

Please label all items including: clothes, shoes, lunch box, backpacks, books, etc.

### **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 policies below 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). This form can be found on e-Pact.

- 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 a 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.
- It is your responsibility to get the medication back on the last day of school.

**Please note:** CAP staff does not have access to the school nurse's office. If your child requires medication both during the school day and CAP, you must supply both the school district and the CAP program with medication. This means children with Epi-Pens, inhalers etc. must have one for the school district to have and one for the CAP site to have. If a child does not have sufficient medication onsite, the parent/guardian will be notified to pick the child up within one hour. CAP staff are not allowed to calculate the amount of dosage participants must take. Full days are NOT at home sites, if able, please send medication.

### **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 and Snack Calendar available at the site. 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.