



# 28 KID CARE

## Before & After School Care

### Northbrook School District 28

### 2009-2010

**PLEASE PRINT AND READ THIS DOCUMENT CAREFULLY, AS IT CONTAINS IMPORTANT INFORMATION ABOUT THE KID CARE PROGRAM. SEE OUR KID CARE PAGE AT OUR WEBSITE FOR DETAILS SPECIFIC TO YOUR SCHOOL.**

Kid Care is the on-site before and after-school child care program for students of Northbrook School District 28. Services are provided **on school days only** from **Thursday, August 27, 2009 (the first full day of school)** until the last full day of school in June, 2010. The before-school program hours are 7:00 am - 8:30 am at Greenbriar and Westmoor and 7:00-8:40am at Meadowbrook . After-school program hours are 3:15 pm - 6:30 pm. The Kid Care program operates within each elementary school building in District 28. All fees are due in advance at the beginning of each month. **Children must be enrolled a minimum of 2 days per week.** (See info regarding "drop in" care below.)

Kid Care students have the opportunity to take part in a variety of activities including: board games, arts and crafts, sports, reading, computers, dramatic play, science projects, music, cooking and much, much more. Our staff members offer a balance of both structured and unstructured activity choices in an effort to meet the needs of our diverse student population. Since our program serves a multi-age population, students are able to interact and form meaningful relationships with peers ages 5 through 11. When necessary, children are divided into developmentally appropriate groups as a safety precaution.

### REGISTRATION

There are several important items regarding registration that you need to be aware of:

**All registration takes place ON LINE through our district website:** [www.northbrook28.net](http://www.northbrook28.net)

**First-Come, First Serve** - Enrollment will be accepted on a first-come, first-served basis. We cannot assume students will be returning from last year's program; consequently, no spaces can be reserved without proper registration.

**Daily Enrollment Caps** - Daily enrollment caps will be placed on each program. As registration forms are received beyond the cap, a waiting list will be formed

**ALL CHILDREN MUST BE ENROLLED FOR THE CURRENT SCHOOL YEAR IN ORDER TO ATTEND KID CARE- THIS INCLUDES "DROP IN" CARE.**

## ENROLLMENT AND FEES

Kid Care offers schedules of 2-5 regularly scheduled days per week. The 28 Kid Care monthly tuition costs are listed below. **Tuition is to be paid in nine equal monthly payments beginning in September, 2009.**

*Please note: the PM fee includes an after-school snack.*

<u>MONTHLY TUITION FEES</u>					
Scheduled Days Per Week	5	4	3	2	Drop-in Daily Rate
Before-School	\$95	\$76	\$57	\$38	\$6
After-School	\$190	\$152	\$114	\$76	\$12

### DROP-IN CARE

Families that do not need Kid Care on a regular basis may want to register for occasional drop-in care for times when your regular child care provider is sick, on vacation, etc. **Drop-in families must also complete the online registration form as well so that we have your emergency information.** Drop-in care dates must be arranged in advance through the program director. Availability will depend on the number of regularly enrolled children and space available at the time care is needed. Space cannot be guaranteed until the Director confirms that she is able to reserve a space for your child. (Please call 1-2 weeks before care is needed to inquire about availability.)

### OUR PHILOSOPHY

28 Kid Care believes in maintaining a safe, caring and social environment where children are encouraged to participate in a variety of developmentally appropriate activities. We are committed to implementing the 28 mission by providing a teaching, learning and caring environment where all children benefit from a commitment to excellence.

### THE KID CARE SUPERVISORY TEAM

Each Kid Care site is staffed with a site coordinator and enough child care assistants to maintain a staff to child ratio of approximately 1:12. Many Kid Care staff members are employed through District 28 as instructional aides or support staff. Others have experience working with children and/or are students pursuing a degree related to education or child care.

The Program Director, Melissa Patricelli, makes weekly visits to all three Kid Care program locations (both AM & PM) as well as maintaining office hours at the district office. It is her intent to get to know all students and parents through observation, supervision, communication and participation at each Kid Care location. The Directors' hours vary with the needs of the program. It is recommended that you leave a message on her cell phone— 847-975-3212— if you need to reach her on that day. Email is also a very effective form of communication: mpatricelli@northbrook28.net. Together, we will make a concerted effort to provide consistency and continuity of care for your children through team-work and on-going communication.

## **SCHEDULE OF ACTIVITIES**

The sample schedules listed below are intended only to provide you with an idea of the different types of activities that are offered at Kid Care. We do offer a balance of structured/unstructured, teacher-directed/self-directed, small group/large group, active/seated activities. Staff guide children in choosing healthy, appropriate activities that appeal to their interests.

### **AM SCHEDULE**

7:00 am	Kid Care opens for the morning
7:20-7:45	Coloring, table games, reading, building with k'nex and legos
7:45-8:15	gym time/ physical activity
8:15-8:30	morning milk is offered/ clean up/ get ready for school
8:30/8:40	GB & WM dismissal / MB dismissal

### **PM SCHEDULE**

3:15 pm	School bell rings and children arrive at Kid Care Attendance taking, after-school snack
3:45-4:15	Outdoor play/Gym time
4:15-4:45	"Quiet " time / homework help
4:45-6:30	Board games, imaginative play, extra time for continuing projects

## **BEHAVIOR EXPECTATIONS**

Students are expected:

- To be respectful and courteous to others
- To keep hands and feet to themselves
- To respect public and private property
- To move about the school in an orderly and safe manner
- To follow school/Kid Care rules and accept consequences given by school for failure to meet expectations
- To refrain from bullying, harassment, sexual harassment, using racial or ethnic slurs, or other behaviors that degrade another student's dignity

Expectations when outside on playground:

- Stay in sight of supervisors at all times
- Cooperative play is expected. Do not hurt anyone on the inside or the outside
- Playground equipment is to be used appropriately
- The throwing of sand, woodchips, snow, or any harmful object is prohibited
- Dress appropriately for the playground. Wear snow pants and boots when the weather dictates
- Words and language should be appropriate for the school environment
- Everyone who follows the rules may play/participate
- The discretion of the Kid Care teachers shall be respected

Consequences:

- Notification/consultation with parents/guardians and/or appropriate staff
- Withholding of privileges (I.e. playground time, free time, etc.)
- Seizure of inappropriate items
- Suspension from Kid Care for 1-10 days
- Loss of privilege to attend Kid Care
- Notification of juvenile authorities and school administrators whenever the conduct involves illegal drugs or a weapon

## GUIDANCE

The 28 Kid Care staff work with children on an individual basis to encourage behavior that is beneficial to everyone involved in the program. It is the goal of 28 Kid Care that each child show self-discipline using pre-established school rules and guidelines for behavior. Children are guided to use problem solving techniques as a means to working out any conflicts that may arise.

Simple, understandable rules have been established at each school. These rules set the limits of behavior required for the protection of each participant. When a child cannot follow the appropriate standards of behavior, or when a mediator is necessary, a staff member steps in to handle the situation in an appropriate manner.

28 Kid Care reserves the right to dismiss a child from the program if s/he cannot follow the rules that are established for the safety and benefit of the entire group. If a child's behavioral pattern becomes problematic, parents are notified and a behavioral plan is arranged. If the child does not respond to the plan set forth, s/he will be excluded from attendance

## SNACKS

After-school tuition fees include a daily after-school snack. We make an effort to provide healthy, nutritious snacks that children like to eat. Although snack is not provided for children attending morning Kid Care, they are welcome to bring a morning snack with them. Dry cereal, bagels, doughnuts and fruit snacks are popular easy-to-travel with choices.

For a small additional fee (per semester), milk may be purchased for morning and/or afternoon Kid Care. Order forms are available at your child's Kid Care site.

## MORNING DROP-OFF

Children **must be accompanied into Kid Care** and signed in each morning. Please pull your car up near the school entrance to avoid walking through the parking lot with your child. (See website for specific school locations)

## AFTERNOON PICK-UP

Please pull your car up near the school entrance to avoid walking through the parking lot with your child. Authorized parents/guardians are required to sign their child out of our care on the provided attendance sheets each afternoon. If a friend or relative has been authorized to pick up your child, please make him/her aware of this policy. Once your child has been signed out they may not be left at our program without the authorized parent/guardian that signed them out. Likewise, they may not return to the school playground without adult supervision.

## RELEASE OF CHILDREN

Children will be released only to an individual whose name appears on the authorization form. Names may be added or dropped from the authorization form by the parent or guardian either in person or in writing; we ask that such changes not be made via telephone. A driver's license is required as proof of identification for anyone picking up a child. If they have any questions about the individual picking up your child, staff will ask for this identification. **Without exception, if proper identification cannot be shown, the child will not be released.** Similarly, if a person appears to be incapable of driving and/or adequately caring for the child, the child will not be released and the staff will contact another authorized adult to pick up the child. If you have been awarded legal custody of your child and the other parent is not allowed to pick-up the child, we ask that you provide the director with a copy of the court documentation for verification.

### **LATE PICK-UP**

Our program runs until 6:30 pm. Our staff members do need to leave on time and greatly appreciate your cooperation. You will be responsible for paying \$1 per minute for every minute of child care provided past 6:30 pm. **Regular incidences of late pick up may result in dismissal of your child from the program.**

### **EXTRA-CURRICULAR ACTIVITIES**

If your child will participate in extra-curricular activities of any kind that interfere with attendance at Kid Care, you must inform our staff members in writing in advance. Our staff members need to know if your child will return to Kid Care after the activity ends, or will be picked up directly from the activity and miss Kid Care altogether that day (there is no credit given for your child's absence).

### **SCHEDULE CHANGES**

If your child's monthly schedule changes, please notify the Kid Care director in writing by the 15th of the month, if the change is to be reflected on the billing invoice for the next month. In the absence of notification, you will be billed for the originally scheduled days.

### **WITHDRAWAL PROCEDURES**

If you choose to withdraw your child from 28 Kid Care, please provide a two week written notice prior to the withdrawal. You will be responsible for all fees incurred up to the date of withdrawal and all payments must be made by your child's last day in attendance.

### **ADA GUIDELINES**

28 Kid Care complies with the ADA (Americans with Disabilities Act) guideline and Section 504 of the Rehabilitation Act. 28 Kid Care will make any necessary accommodations that do not compromise the essential function of the program.

### **ADMINISTRATION OF MEDICINE POLICY**

Only those medications which are necessary to maintain the child in the program and must be given during program hours will be administered by the school nurse or her designated substitutes, no later than 4:00 pm. Extenuating circumstances which necessitate medication after 4:00 pm will be considered on an individual basis. Please contact the director for procedures and policies regarding any administration of both over the counter and prescription medications.

### **PARENTS AS PARTNERS**

Parental input and involvement is important to our child care program. We value your comments and suggestions and hope to work in partnership with you to provide a high quality child care program. Please feel free to contact the director at any time with questions, comments or feedback. She may be reached by phone at 847-975-3212 or email, [mpatricelli@northbrook28.net](mailto:mpatricelli@northbrook28.net).

### **INQUIRIES**

If you have any questions or need any assistance, please feel free to contact the Program Director at 847-975-3212 or [mpatricelli@northbrook28.net](mailto:mpatricelli@northbrook28.net). She will be in the district sporadically over the summer, and will return messages as promptly as possible.