



PROGRAM HANDBOOK

2017-2018

The mission of the New Lenox Community Park District is to provide safe recreational opportunities through diverse programs, facilities, and open space, with the overall goal being improvement of the quality of life in our community.

The ACES program is designed to provide a safe, structured before and after school program for children attending District #122 schools in grades Kindergarten through sixth.

The program is staffed with trained Leaders and maintains a 10:1 student to staff ratio. **We can accommodate full-time, part-time and flexible schedules.** The ACES program hours are 6:30am until school begins and after school until 6:30pm.

You can register for the ACES program by coming to the NLCPD Administration Building, 701 W. Haven Ave. or Lions Community Center, 1 Manor Drive. There is a **non-refundable, \$30 registration fee.** An information form, registration calendar form, medication form, transportation waiver and discipline policy form must be completed at the time of registration.

Breakfast/Snacks

We provide a well-balanced, nutritious snacks therefore parents are not permitted to send children to ACES with food/drink items. If your child requires a special diet a note from the doctor must be provided in order for your child to bring their own food. ACES does not provide the food for a special diet. ACES AM provides a light breakfast such as fresh fruit, cold cereal and breakfast bars. White milk or 100% fruit juice will be offered for a drink. ACES PM provides a light snack such as baked chips, granola bars and 100% fruit juice.

Health and Illness

In order to protect all of the children and the staff, we request that if your child is ill, please do not send them to ACES. We adhere to the same health and illness guidelines that the school district follows. **PLEASE NOTE, THE LEADER HAS THE RIGHT TO REFUSE ADMITTANCE OF A CHILD WHO APPEARS TOO ILL TO ATTEND SCHOOL THAT DAY.** In the event that your child becomes ill while at ACES, the Leader will contact the parent or emergency contact and request that they come pick up the child.

Medication

If medication needs to be administered to your child while they are attending ACES, a licensed physician must provide written permission for our Leader to do so. This must include specific directions for administering the medication. Written permission must be given by the parent/guardian as well. The medication needs to be in the original container and will be kept in a secure location.

Homework Policy

It is not ACES responsibility to ensure that any child does their homework. However, ACES will have an hour of “quiet time” for those that need to do their homework. ACES staff is happy to remind and encourage your child to do their homework, but will not force them to do so.

What is ACES all about?

Emergency Procedures

In the event of serious injury or illness, it is the policy of the Park District to seek immediate medical attention for your child (ambulance) and then contact the parent. The Park District, however, will not assume cost of the above.

Emergency School Closing

In the event that the school closes early due to an emergency situation, all children registered for ACES will go to the program location in their school as usual. Our program will still close at 6:30pm. When school is closed for the entire day, our ACES program will be held at Lions Community Center, Entry C, located at 1 Manor Drive from 6:30am-6:30pm.

All children will need to bring their own lunch and drink.

The total fee for the day is \$40.

If we would be anticipating severe weather (i.e. blizzard) conditions and Dist. #122 closes for the entire day, our ACES program would be closed for the safety of the children and our staff. An email will go out to all ACES participants.

No credits will be given for school calendar changes or revisions due to unforeseen circumstances.

Discipline

Participants are expected to behave appropriately at all times. This is for the safety and enjoyment of all children and staff.

Appropriate behavior consists of:

1. Showing respect for all children and staff.
2. Following staff directions.
3. Refraining from using foul or abusive language.
4. Refraining from causing physical harm to other children, staff or to self.
5. Showing respect for all equipment, supplies and facilities. Any irreparable damage intentionally inflicted upon any property belonging to any of the schools or ACES will be billed to the responsible children's family.

In the event that the behavioral issues develop, the following discipline policy will apply:

STRIKE ONE - Written warning, parent signs form.

STRIKE TWO - Written warning, parent signs form, conference with Supervisor to talk about behavior modification.

STRIKE THREE - Dismissed from program, **no refund will be given.**

Additional rules may be developed for ACES as deemed necessary by staff.

Sign-In and Sign-Out Procedure

When you drop your child off in the morning, you will be required to sign your child in with his or her name, your signature and the time that you dropped your child off. When you arrive to pick your child up, you will again sign your name and the time that you picked your child up. If someone other than yourself is picking up your child, they will be required to sign your child out as well. All individuals picking up a child need to be prepared to present a picture ID. Until the leaders become familiar with the faces associated with each child, everyone will be asked to show identification. Please understand this is for the safety of your child!!

WE WILL NOT RELEASE ANY CHILD TO ANY INDIVIDUAL WHOM WE DO NOT KNOW AND WHO DOES NOT HAVE PROOF OF IDENTIFICATION!

We will release your child only to the individuals noted on the information sheet completed at the time of registration. If someone not listed on the information sheet will be picking your child up, please give us written permission to release your child to that individual. In the event of an emergency, please contact the leader on the program cell phone to make them aware of the situation and who will be picking up your child.

**Please check the sign in/out table for ACES News,
Updates and Reminders!**

Late Pick-Up Policy

A late pick-up fee of \$1.00/minute will be charged if your child is not picked up by 6:30pm. **This payment MUST be paid in full to the Leader before your child can return to the program.** In the event that you will be late, please contact the Leader on the appropriate program cell phone to make them aware of the situation. If your child is in the TRAILBLAZERS program and not picked up at time of dismissal, your child will be walked over to the Spencer ACES program and your account will be charged for a drop off fee (\$22 one time per week).

Absences

If your child will not be attending ACES on a scheduled day, please call the program cell phone as well as your child's school, as soon as possible to advise them of your child's absence. If it is after business hours, please leave a voice mail message. **PLEASE BE AWARE THAT WE DO NOT CREDIT ACCOUNTS FOR DAYS ABSENT OR TRANSFER DAYS FROM ONE WEEK TO ANOTHER.**

Personal Items, Including Cell Phones

ACES is not responsible for any LOST or STOLEN personal items that are brought to the program i.e. (cell phone, iPod, hand-held video game, etc.)

Personal cell phones and Smart Watches are NOT permitted at the ACES program.

Should you need to get a hold of your child, please call the ACES program phone.

Registration Desk 815.485.3584
Fax 815.485.3589

Haines-Oakview ACES Phone
815.666.4218

Nelson ACES Campus Phone
815.666.5078

Spencer ACES Campus Phone
779.435.2446

Tyler-Bentley ACES Phone
815.666.5739

Price per Day

ACES Price list	5 days	4 days	3 days	2 days	1 day
BEFORE SCHOOL 2nd child Drop Off (One Day Only Per Week)	\$58 \$54	\$48 \$44	\$39 \$36	\$28 \$26	\$15 \$14 \$20
AFTER SCHOOL 2nd child Drop Off (One Day Only Per Week) ½ Day Early Dismissal Upcharge	\$68 \$53	\$57 \$53	\$45 \$41	\$32 \$29	\$17 \$15 \$22 \$9
BEFORE & AFTER SCHOOL 2nd child Drop Off (One Day Only Per Week) ½ Day Early Dismissal Upcharge	\$100 \$92	\$85 \$78	\$66 \$61	\$47 \$43	\$24 \$22 \$29 \$9

Registration is due by Thursday at 8:00am; before the start of each week.

ACES 2017-2018 Handbook Acknowledgement

I acknowledge that I have received and read the ACES 2017-2018 Handbook and understand the rules and guidelines that are stated within.

Parent Signature

Date

Student Name (Please Print)

School Name

* Please return this to the New Lenox Community Park District or to the ACES program on your first day.