

# PROGRAM HANDBOOK

NEW LENOX COMMUNITY PARK DISTRICT

Office: 815.485.3584

Fax: 815.485.3589

Spencer ACES Phone

779.435.2446

Nelson ACES Phone

815.666.5078

Tyler-Bentley ACES Phone

815.666.5739

Haines-Oakview ACES Phone

815.666.4218

Our ACES phones are only on during program hours

6:30am-9:15am and 2:00pm-6:30pm

**Program Supervisor: Jessica Tompkins**

**815.485.3584**

**[jtompkins@newlenoxparks.org](mailto:jtompkins@newlenoxparks.org)**

**Monday-Friday, 9:00am-4:30pm**

### **Registration**

You can register for the ACES program by coming to the NLCPD Administration Building, 701 W. Haven Ave. or online at [www.newlenoxparks.org](http://www.newlenoxparks.org). You will be required to pay a one-time registration fee of \$30.00 per child when you register for the program. New this year! You will be sent an e-mail from ePACT which will require you to fill out all pertinent information forms before your child or children can attend this program.

### **ePACT-New for ACES!**

New Lenox Community Park District is proud to announce our adoption of ePACT Network for better safety! ePACT is a secure emergency network, that we will use to collect medical and emergency contact information electronically. Not only will ePACT replace paper forms, but it will also ensure we have a way to communicate with you.

### **Why are we using ePACT?**

- To save you time - With ePACT, you only need to complete your child's information once, and can then use that same record for other programs or subsequent years
- Improved privacy and security – Eliminating paper forms ensures that your key information is safe and secure. ePACT maintains the same levels of security as online banking, and limits access only to the administrators we assign for enhanced privacy.
- Better support – ePACT makes it easy for you to share comprehensive health and emergency contact details, so we can provide the best support to your child. Plus, you can update this anytime and we will automatically receive those new details.

### **How it works**

- You'll receive an email invite to share information with New Lenox Community Park District
- Click 'Complete Request' to create a free account, or log-in if you already have an existing ePACT account.
- Enter the required information, like medical conditions, and share it with New Lenox Community Park District so that program staff have access.

### **Breakfast/Snacks**

We provide a well-balanced snack; 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 food for a

special diet. AM ACES provides a light breakfast such as fruit, cereal or breakfast bars. Milk or juice will be offered for a drink. PM ACES provides a light snack such as baked chips, pudding, or fruit and juice.

### **Health and Safety**

Please do not send your child if they have any of the following symptoms: fever, coughing, diarrhea, vomiting, pink eye, etc. The staff has the right to refuse a child who appears too ill to attend school that day. If a child becomes ill during ACES, a parent will be notified and asked to pick up their child. If a parent is unavailable, the emergency contact will be called. If we are made aware of a contagious disease that was brought to our program, such as chicken pox, lice or pink eye we will notify you as soon as possible.

### **Medication**

We encourage giving your child their medication at home prior to ACES. If your child needs to take medication during ACES a licensed physician must provide written permission for our staff to do so. This must include specific directions for administering the medication. Medications must be labeled with your child's name on it. Staff will have each participants medication information through e-PACT so please make sure it's filled out.

### **Homework Policy**

It is not ACES responsibility to ensure that any child does their homework. However, ACES will have a half hour of homework 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.

### **Sign-In and Sign-Out Procedure**

**To minimize contact during drop-off/pick-up, parents will remain in their vehicle and staff will do curbside sign-in and sign-out. The individual dropping off and picking up the participant will be required to show their driver's license or state I.D. through the vehicles window for staff to see. Then the staff will print the person's name on the sign in and sign out form and then the staff will initial next to the printed name to verify.** If your child will be arriving to the program late or departing early please call your designated ACES phone number during program hours. We will only release your child to the individuals on the authorized pick-up list

in ePACT. In the event of an emergency, please contact staff on the program cellphone to make them aware of the situation and who will be picking up your child.

### **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 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**

Personal cell phones, smart watches or any other electronic devices are NOT permitted at the ACES program. ACES is not responsible for any lost or stolen personal items that are brought to the program. Should you need to get a hold of your child please call the ACES phone. Each participants school issued iPad will be allowed to be used for this year only due to COVID-19.

### **Discipline**

For the safety and enjoyment of all children and staff, participants are expected to behave appropriately at all times.

#### **Appropriate behavior consists of:**

1. No physical harm to other children, staff or to self.
2. No inappropriate or abusive language.
3. Showing respect for other participants, staff, equipment, supplies, and facilities. Any irreparable damage intentionally inflicted upon any property belong to any of the schools or the New Lenox Community Park District will be billed to the responsible children's family.
4. Following staff directions.

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

**STRIKE ONE-** Written warning, parents sign form.

**STRIKE TWO-** Written warning, parents sign form, conference with Supervisor to talk about behavior modification.

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

### Emergency Procedures/ School Closing

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

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 the 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.

<b>BEYOND THE BELL</b>	<b>Times</b>	<b>3 Days</b>	<b>2 Days</b>	<b>1 Day</b>
1st Child	9:00am-3:30pm	\$98	\$69	\$52
2nd Child	9:00am-3:30pm	\$92	\$65	\$49
Add'l Out of District Fee	9:00am-3:30pm	\$8	\$6	\$4

<b>EARLY BELLS</b>	<b>Times</b>	<b>3 Days</b>	<b>2 Days</b>	<b>1 Day</b>
1st Child	6:30am-9:00am	\$42	\$30	\$16
2nd Child	6:30am-9:00am	\$39	\$28	\$15
Add'l Out of District Fee	6:30am-9:00am	\$6	\$4	\$2

<b>LATE BELLS</b>	<b>Times</b>	<b>3 Days</b>	<b>2 Days</b>	<b>1 Day</b>
1st Child	3:30pm-6:30pm	\$42	\$30	\$16
2nd Child	3:30pm-6:30pm	\$39	\$28	\$15
Add'l Out of District Fee	3:30pm-6:30pm	\$6	\$4	\$2

If the ACES program ever has to close due to severe weather, an email will go out to all ACES participants and it will be reflected on our website.

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

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