



# CHILDCARE HANDBOOK

## ACES & Trailblazers

### **Program Supervisor:**

Bethany Lerch, [blerch@newlenoxparks.org](mailto:blerch@newlenoxparks.org)  
(815) 485-3584  
Monday-Friday, 9:00a.m. - 4:30p.m.

### **Program Phones:**

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

*(Program phones are only on from 6:30 - 9:15am and 2:00 - 6:30pm)*

Trailblazers Phone: 815-739-3133

*(Program phone is only on from 7:45am – 3:15pm)*

## **ePACT Information**

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.

### **How it works**

- You will 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**

### **Trailblazers**

- We provide one snack a day for both AM and PM Trailblazer participants. Parents are not permitted to send children to the program with food/drink items other than their lunch.
- Trailblazer's participants must bring a lunch and water bottle each day. We are not able to refrigerate or heat food.
- If your child requires a special diet, a note from their doctor must be provided for your child to bring their own snack. We do not provide snacks for a special diet.

### **ACES**

- AM ACES provides a light breakfast such as cereal or breakfast bars. Milk or juice will be offered for a drink. Parents are not permitted to send children to the program with food/drink items.
- PM ACES provides a light snack such as chips, pudding, or crackers and juice to drink.
- If your child requires a special diet, a note from their doctor must be provided for your child to bring their own snack. We do not provide snacks for a special diet. We are not able to refrigerate or heat food if your child requires a special diet.

## **Health and Safety**

Please do not send your child to our program if they have any of the following symptoms: fever, coughing, diarrhea, vomiting, pink eye, etc. The NLCPD staff has the right to refuse any child entry into our program if they appear to be ill. If a child becomes ill during the program, a parent will be notified and asked to pick up their child. If a parent is unavailable, the emergency contact will be called.

### **Medication**

We encourage giving your child their medication at home prior to the program. If your child needs to take medication during the program a licensed physician must provide written permission for our staff to do so. Upload your doctor's note into ePACT. 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.

### **ACES Homework Policy**

It is not ACES responsibility to ensure that a 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.

### **Communication**

- We encourage all participants to notify the Program Leader if they experience any problems with another participant. "See Something, Say Something"
- Due to the number of participants in our programs, we rely strongly on email to communicate with our ACES and Trailblazers families. Please make sure your email, and cell phone numbers are correct in ePact.
- We strongly encourage you to contact the Program Supervisor if you have any questions or concerns. (See Page 1 for contact information)
- Our Program Leaders are at each site location and will do their best to answer any of your questions or concerns.

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

- **The individual picking up the participant will be required to show their driver's license, work ID or state ID**
- We will only release your child to the individuals on the authorized pick-up list in ePACT.
- If someone is not on the approved pick-up list, they must be added to ePACT before the day of pickup.

### **Absences**

If your child will not be attending the program, please follow these steps:

- Call the program cell phone with child's full name, grade, and symptoms if they are sick (*see page 1 for phone number*).
- If it is after business hours, leave a voice message or text message.
- Call your child's school to notify the secretary.

*We do not credit accounts for days absent or transfer days from one week to another, unless a doctors note is provided.*

### **Personal Items, Including Cell Phones**

- Personal cell phones, smart watches or any other electronic devices are NOT permitted at the program.
- We are 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 program phone.
- For the safety of our participants and staff we do not allow any video or audio recording and participants are not allowed to take pictures of each other.

### **Discipline**

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

#### **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 that belongs to the schools or the New Lenox Community Park District will be billed to the responsible child's family.
4. Following staff directions.

If behavioral issues develop, the following discipline policy will apply:

**STRIKE ONE-** Written warning, parent signs form.

**STRIKE TWO-** Written warning, parent signs form, supervisor will follow up with a phone call to discuss behavior modification.

**STRIKE THREE-** Dismissed from program.

### **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.
- If the school closes early due to an emergency, all children registered 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/Trailblazers program will be held at the Lions Community Center, Entry C, located at 1 Manor Drive from 6:30am-6:30pm.
- If the ACES/Trailblazers program closes due to inclement weather, an email will go out to all program participants, and we will post it on our website under "Important News" and Facebook page.

No credits will be given for program cancellations due to unforeseen circumstances.

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