



CHILDCARE HANDBOOK

ACES & Trailblazers

Program Supervisor:

Bethany Lerch, 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 Phones:

815-739-3133

815-641-5072

(Program phones are 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.

Refunds/Credits

No refunds or credits will be given for days absent; including changes in schedule, sickness, vacation, etc.

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. Any medication or EpiPens must be given to our Program Leader. We cannot keep medicine temperature controlled.

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 through Webtrac (registration system/main office) and 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. The ID must have a picture on it.**
- 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.

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

To provide a safe and effective program for your child, certain rules have been established and must be followed. Disciplinary action will be taken if rules are ignored. We have a three-strike policy. Steps may be skipped for a serious offense.

Strike One: Written warning, parent signs form.

Strike Two: Written warning, parent signs form, phone call with Recreation Supervisor to talk about behavior modifications.

Strike Three: Written incident about behavior, parent signs form, dismissed from program, no refunds given for services already received.

Behavior that would warrant a strike

- Disrespect or talking back to NLCPD staff, volunteers, patrons or other participants in the program
- Physical fighting, including rough-housing or horseplay (punching, kicking, biting, spitting, choking)
- Verbal abuse/misconduct such as name calling or foul language toward someone
- Threats or offensive language
- Vandalism of any type (park property, participant property, school property, staff property)
- Taking other participants or staffs property and not giving it back OR taking others property multiple time after being told not to
- Brought personal possessions from home and would not put them away when instructed to OR continuously getting personal possessions back out
- Finding something that is inappropriate, dangerous or potentially harmful and not reporting it to staff
- Child would not listen to and follow instructions that are given by NLCPD Staff repeatedly
- Inappropriately touching self or others

Half Day Procedures

Trailblazers

- A parent email will go out to all participants 2 weeks in advance to the District 122 half day. In that email it will explain which program to register for online if you need care on the half day of school
- On a half day of school when your Trailblazer does not have kindergarten, NLCPD will still offer full day care for your child on this day. Since school is not in session for your child on that day, you will be responsible for transportation to and from the program
- If your child attends kindergarten on the half day, we will offer PM trailblazers for your child to make it a full day of care
- You will be required to register in advance before the deadlines

ACES

- The days listed as half days for District 122 will have an automatic \$20 upcharge for PM ACES enrollment.
- The times of the program will be listed the same as usual when registering. However, there will be ACES staff at the school to receive your child at the end of the school day (half day).

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 (holidays/breaks), our Beyond the Bell program is offered with advanced registration and 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.