

KID SQUAD

RIVER TRAILS PARK DISTRICT

2023-2024



Welcome to Kid Squad!

Parents,

We're excited that you and your child will be joining us for the upcoming school year as part of our Kid Squad Before/After School Care program! We have a great year planned of arts & crafts, games, sports, and creative play. Your child will have the opportunity to participate in special activities throughout the year as well. We aim to provide a structured, fun environment designed to ensure a positive social learning experience for your child, and we are excited to work with you to best serve the needs of you and your family!

Kid Squad is a cooperative program through the River Trails Park District, School District #26, and Frost Elementary School. The program is designed to offer quality Before/After School Care for children grades K-5th. In this program, children will be able to develop interacting through play and a variety of different activities, including problem solving, teamwork, and following basic directions. We are committed to providing a safe and positive environment that encourages personal growth and development, allowing them to choose their own activities and projects that meet their interests and allow them to grow at their own rate.

The parent handbook has been designed to provide you with an overview of our policies and procedures, and it will cover the many details regarding this program. Please read the information carefully and thoroughly. If you have any further questions, please feel free to contact the Supervisor of Youth Programs (Andy Sirakides) at 847-463-3711 **email him at asirakides@rtpd.org or email Kid Squad at kslatereg@rtpd.org.**

Thank you,

River Trails Park District



Location & Contact Information

Kid Squad Before/After Care Program takes place at three locations **Euclid, Indian Grove, and Frost school**. Pick-up and drop-off will take place at these three sites. Feel free to contact the main office with any location questions at 847.255.1200. You can also email Kid Squad at kslatereg@rtpd.org. If your child is attending **Prairie Trails School**, please drop off and or picked up at the location they will be attending for first grade (Euclid or Indian Grove). Kindergarteners attending Prairie Trails will be bused to Prairie Trails School for the school portion of their day and will also be bused back to either Euclid or Indian grove for Kid Squad PM.

Frost Elementary: Drop-off and pick-up will take place at the LMC entrance (Door #12) on the west side of the building. Parents can park in the staff lot and enter through the door just north of the lot. To ease the transition, Kid Squad staff will start next week near the entrance with the iPad for parent check-in and sign-out. Parents will still be required to sign in and out in both the AM and PM – for safety purposes, please do not drop off your child in the morning without checking in! Our program will take place in the Frost Lunchroom; we will also utilize the gymnasium when available and the blacktop/playground on the east side of the building in the afternoon as weather allows. Pick-up in the PM will be available when we are outside at the blacktop/playground - we will put up a notice directing parents around the back of the building for pick-up if we are outside.

Euclid Elementary: Drop-off and pick-up will take place at the Lunchroom entrance (Door 17) on the north side of the building. Parents can park in the main lot/visitor parking. There will be a red buzzer outside of Door 17 that parents can use, and our staff will be able to open the door for drop-off/pick-up. Kid Squad staff will start next week near the entrance with the iPad for parent check-in and sign-out. Parents will still be required to sign in and out in both the AM and PM – for safety purposes, please do not drop off your child in the morning without checking in! Our program will take place in the Euclid Lunchroom; we will also utilize the gymnasium when available and the blacktop/playground on the south side of the building in the afternoon as weather allows. Pick-up in the PM will be available when we are outside at the blacktop/playground; we will put up a notice directing parents around the back of the building for pick-up if we are outside.

Indian Grove Elementary: Drop-off and pick-up will take place at the Lunchroom entrance (Door 3) on the south side of the building. Parents can park in the main lot/visitor parking. There will be a red buzzer outside of Door 3 that parents can use, and our staff will be able to open the door for drop-off/pick-up. Kid Squad staff will start next week near the entrance with the iPad for parent check-in and sign-out. Parents will still be required to sign in and out in both the AM and PM – for safety purposes, please do not drop off your child in the morning without checking in! Our program will take place in the Indian Grove Lunchroom; we will also utilize the gymnasium when available and the blacktop/playground on the north side of the building in the afternoon as weather allows. Pick-up in the PM will be available when we are outside at the blacktop/playground - we will put up a notice directing parents around to the other side of the building for pick-up if we are outside.

For our Prairie Trails families: Please remember that Prairie Trails students will be attending their “home” school for each individual family. They will follow the drop-off and pick-up procedures given for either Indian Grove or Euclid accordingly. In the morning, D26 will be sending a bus to both locations to pick up our Prairie Trails students and bring them over to the Prairie Trails school. This

bus will be picking up the students at Indian Grove/Euclid at 8:25am on Monday, Tuesday, Wednesday, and Friday. It will arrive at 9:15am on Late Start Thursdays. Please make sure your child has been dropped off before the given times in order to ensure that they make it on the bus to Prairie Trails from Indian Grove/Euclid. Along the same line, D26 will be providing transportation after school for our Prairie Trails participants to both Indian Grove and Euclid. At this time, these buses are scheduled to arrive around 4pm to drop off our participants at their “home” school. Our supervisors will be on hand to help with the transition and make sure the correct students are getting off at the correct location after school. We would appreciate it if our parents help to remind their child which school they will be going to next week – an extra reminder will go a long way during our first week of changes! From there, parents will be able to pick up from the appropriate “home” school following the above instructions for each location.

Daily Schedule

Kid Squad runs Monday-Friday in accordance with the District 26 and Frost Elementary school schedules. Before School hours are from 7:00am until the start of school. Before School Care on Late Arrival (only Dist. 26 schools) will run from 7:00am-9:30am. After School hours begins at school dismissal and end at 6:00pm. After School Care on Early Release Days for Dist.26/Frost school Improvement Day will run from 1:40pm-6:00pm for Dist. 26/Noon-6pm for Frost. Children may participate in a variety of activities including active play (outside if possible), passive play, and study time. The schedule may vary based upon the needs of the children and the facility where the program is held. For example:

Before School Schedule

Dist. 26 schools: 7-8:40am

Frost School: 7-8 :45am

- Check-in/Attendance
- Passive Play
- Board/Card games
- Arts & Crafts
- Study Time

After School Schedule

Dist. 26 Schools: 3:40-6pm

Frost 3:30-6pm

- Check-in/Attendance
- Snack
- Homework/Reading
- Gym/Outdoor Play
- Arts/Crafts
- Active Games

Registration Requirements

PLEASE NOTE: ALL Registration takes place online! A family account must be created online and verified before you can enroll your child in Kid Squad. Please see below for instructions on setting up your online account.

The week number refer to online registration process when you are on line to register

WEEK 1 (Aug 16- Aug 18) ONLY for River Trails School District Students 1st -5th graders Registration begins Tues. Aug 1, deadline is Wed. Aug. 9th by 10:30pm. Parents will be able to register online for the first two weeks due to the school schedules are very short those weeks.

WEEK 2 (Aug 21-Aug 25) Prairie Trails Kindergartens, all RTSD students And FROST students Registration begins Tues. Aug 1, deadline is Wed. Aug. 16 by 10:30pm.

District 26 (Prairie Trails, Euclid and Indian Grove schools)

- 1st-5th grades, first day of Kid Squad will be Fri. Aug 18. This is a regular Am Kid Squad with an Early Release day, Kid Squad will start at 1:40 and go until 6 pm.
- Kindergarteners first Day of school and Kid Squad is Mon. Aug 21.

Frost School

- 1st-5th grade, first day for Kid Squad is Wed. Aug 23.
- Group A Kindergartener first day of school and Kid Squad is Thur. Aug 24
- Group B Kindergartener first day of school and Kid Squad is Fri. Aug 25

Enrollment is open to any child within grades K-5th that attend Indian Grove, Euclid, Frost, or Prairie Trails Elementary Schools. Enrollment is on a first come, first serve basis, and a waitlist will be started once the available space is filled.

Initial Registration

Your initial registration for Kid Squad must be complete online at register.communitypass.net. The deadline to register is **5 days prior** to the week your child will be attending. Your child must be properly registered and your account verified before you can start to register for individual weeks of Kid Squad.

How to Create a Family Account:

- Go to <http://register.capturepoint.com/RiverTrailsParkDistrict>
- From the Community Pass log-in homepage, select the “Create a Family Account” tab
- Complete the “Account Creation” fields and select “Create” at the bottom of the page
- Your address must include North, South, East, West (if applicable) as well as Street, Lane, Court, Avenue, etc. in order for the system to recognize your address.
- On the next page, you will see the Community Pass Privacy Statement. After reading, click “Accept”. Then click “Finish”.
- Please save your login and password for future use. *When creating your account, add all family members at this time!* Please note that only one account per family is permitted.
- Once you have entered your household account online, you will need to stop by the Weiss Center (1500 E. Euclid Ave, Mount Prospect, IL 60056) to verify your residency and family information. Please bring in:
 - For adults living in the home, please bring in current Driver’s License/State ID or prior year’s tax return
 - For 17 years old and younger, please bring a birth certificate for each child in the home
 - If you add family members to your household at any later date, you will need to bring in these documents to verify residency.
- ***You will not be able to register for weekly Kid Squad attendance until your address and birthdates have been verified by the RTPD customer service staff.***

Registration Policies

Our number one goal is to make sure our participants at Kid Squad are safe. To guarantee the safety at Kid Squad, our Site Supervisors, as well as your child's school for transportation, need to know what children will be attending Kid Squad throughout the week by **Monday** morning.

How to Register For Kid Squad

- Go to <https://register.capturepoint.com/RiverTrailsParkDistrict>
- Login to Community Pass
- Click on the "Browse Activities" button
- Click on the "Kid Squad" button
- Follow the prompts to complete registration

Please Note:

- You will be able to register for one week at a time (Please see the schedule of registration opening and closing dates in the Virtual Backpack on the RTPD website) and at the end of this manual.
- We will be opening registration on **Monday at 8:00am two weeks** before and leave registration open till **Wednesday at 10:30pm**. This open registration period will allow you to sign up for the following week. Please allow yourself extra time to choose the appropriate days and times.
- If you forget to register for Kid Squad by **Wednesday at 10:31pm** for the following week, you may request registration for the week by Kid Squad email ONLY kslatereg@rtpd.org. **Please do not ask the Site Supervisors to make any exceptions or bypass the registration process because they are not authorized to do this.**
- **Steps to take if you miss the Wednesday deadline:**
 - After 10:31 pm on Wednesday, you may request late registration ONLY by email on Thursday. Requests are not a guarantee. This is for the safety of your child. We take this very seriously. ***THERE WILL BE NO EXCEPTIONS!!***
 - 1) Email the Kid Squad email (kslatereg@rtpd.org) by midnight on Thursday. Please include Child's name, school, exact day, exact times with am and or pm you are desiring.
 - 2) Once approved The Kid Squad Team will email you a deadline to log in to your account to verify and confirm by paying the balance. Failure to do so will result in a cancellation of your request.
- There will be a \$15.00 processing fee per child.
- **Please note: we aren't able to split the account balance between family members.**

Helpful Tips!

- If you have already registered and cannot remember what days/times you are signed up, you can go into your household account and click on your child's name to see which days you are enrolled.
- Setting a weekly phone alarm as a reminder can help you avoid a late processing fees!

Kid Squad Daily Fees

Individual

	5 Days	4 Days	3 Days	2 Days	1 Day
Before School Only	\$55	\$44	\$33	\$22	\$11
After School Only	\$65	\$52	\$39	\$23	\$13
Early Release Day (IG & E) 1:40-6pm					\$30
Robert Frost School Improvement Day PM KS starting at noon					\$24

Refunds/Credits

Refunds and credits will not be given for any illness, extracurricular activities, disciplinary reasons, or any other temporary childcare arrangements. If Kid Squad is cancelled due to school closings, a credit/refund will be issued.

Tax Deduction Information

Parents are responsible for keeping a tally of their Kid Squad payments for tax deduction purposes.

Payments can be viewed online through your account.

The park district Federal Tax ID number is 36-6136813.



Check-In/Check Out

For your child's safety: Kid Squad cannot accept children before 7:00am.

Parents are responsible for getting their children to the Before School Drop Off site and picking up their children by 6:00pm at the After School Pick Up site.

Drop Off / Pick up

To drop off or pick up your child, an authorized parent/guardian must enter the building and sign in/out your child. No child will be released to any individual whose name is not listed on your child's pick-up authorizations in your family's online account, and under no circumstances is a child allowed to leave unescorted. Individuals must be at least 18 years of age.

Late Pick Up Policy

There will be a charge of \$1.00/minute per family for each minute after 6:00pm. If a parent is late, a Kid Squad staff member will stay with the child. AS a courtesy to our staff we ask that you call the Weiss Center at 847-255-1200 if you are expected to be late. The Site Supervisor will fill out a late form with the number of late minutes and amount charged for the parent to sign. Payment can be made by cash or check to the Site Supervisor at that time or a balance of monies will be put on your family account. *The number of late pick-ups will be closely monitored. If they become excessive, there is a possibility that your child/children could be removed from the program.*

Absences

For the safety of all our participants, we are required to keep attendance for every child signed up for Kid Squad. If your child will be absent **on the day** you are calling in, please call River Trails Park District at 847-255-1200 **AND** the school by 3 pm. If you are notifying us for another day email Kid Squad at kslatered@rtpd.org. State your child's name, school, grade, day, date, and which programs (before/after) they will not be attending. If your child is attending another program or if there is a change in plans after school, please let us know to ensure that they safely get where they need to be. It takes our Kid Squad leaders and teachers working together with you, the parents, to make this work!

If a parent needs to reach a Site Supervisor because of an emergency, please call the Weiss Community Center at 847.255.1200. The park district office opens at 8:30 am. If you call before 8:30 am, please leave a message and /or email us at kslatereg@rtpd.org.

Refunds and credits will not be given for any illness, extracurricular activities, disciplinary reasons, or any other temporary childcare arrangements. If Kid Squad is cancelled due to school closings, a credit/refund will be issued.

Failure to Report Absence

One of the most potentially frightening and frustrating situations for a site director is tracking down a child who is expected after school and doesn't arrive to the program. If the child is expected at Kid Squad and does not arrive, the following steps will be taken until the child is located:

- The Kid Squad Supervisor checks with the school office staff.
- The parents are contacted.
- The emergency contacts and pick-up authorizations are called.
- The Park District supervisory staff is notified.
- The Mt. Prospect Police or the Prospect Heights Department is notified.

Your cooperation in this area allows us to give our full attention and responsibility to the safety and welfare of each and every child attending Kid Squad. Thank you in advance!

School's Out Activity Days

On the dates that school and Kid Squad are not in session, the River Trails Park District may offer a Hit the Trails: School's Out program that is held at the Weiss Community Center. This program may include a special event or field trip, and is available separate from Kid Squad. Detailed information about each day will be available to parents through our website (Virtual Backpack) and brochure, and notice will be given in advance of each date at each Kid Squad locations.



Other alternate programming when school is not in session is offered as well. Programs include Early Release Days, Late Arrival Days, and Camps. Please refer to your school calendar along with www.rtpd.org for more information.

Extracurricular After School Activities

Children may take part in extracurricular activities held at their schools (scouts, clubs, etc.) while signed up for Kid Squad. To do this, a parent must notify Kid Squad for each activity the child will be attending. Unless otherwise noted, the leader in charge of the extracurricular activity is responsible for bringing the child to the Kid Squad program when the activity is over.

Daily Activities

Snacks/Breakfast

Breakfast will **not** be served by the Park District. Please contact your school about their breakfast program. If your child is not able to have breakfast before arriving at Kid Squad, we recommend that you send your child with something they can eat for breakfast once they arrive. We will serve one snack after school. If your child chooses not to have what we provide, we recommend that parents send a snack with the child's lunch so they can have their own snack during afternoon Kid Squad. If your child has any dietary restrictions, be sure to indicate them on the information form. Parents will need to supply any special food or drink required by their child for breakfast/snack.



Homework/Study Time

It is not the responsibility of the Kid Squad staff to ensure that any child does their homework. However, there is a period of quiet time scheduled every afternoon for those that need to get their homework done. The staff is happy to remind and encourage your child that it is time to do their homework, but will not require them to do so. The children will be expected to work independently, but help is available from the staff. Parents will maintain full responsibility for ensuring accuracy and completeness of all assignments.

Outside Play

Playing outside is very important to the health and physical development of children. We will go outside every day as the weather permits, and the children should be appropriately dressed for outside activities. Coats, gloves, hats, scarves, and boots should be marked for easy identification. Children will not go outside when the temperature is 20 degrees or below with the wind-chill factor. If your child is not well enough to participate in outdoor activities, then a written note from your physician must be provided.

Inside Play

Arts & Crafts supplies will be available daily to color, build, and develop a creative imagination. Board games, card games, and group activities will also be provided. Movies may be shown occasionally. Personal belongings, money, and toys from home are strongly discouraged. Kid Squad is not responsible for lost or stolen items and reserves the right to restrict or confiscate inappropriate toys. **We ask that every participant brings a box of Kleenex, markers, and pencils one time to share with all Kid Squad participants.**

Health & Medication

Health

For the well-being of your child, other participants, and staff, please keep your child home if there is any indication of a cold or contagious disease. As always, please contact the Weiss Community Center and let them know that your child will not be attending Kid Squad that day due to illness. The child should be free of an elevated temperature for approximately 24 hours before returning to the Kid Squad Program. In case of a contagious condition, (measles, mumps, lice, strep, mono, etc.), the parent should notify Andy Sirakides at 847-463-3711 or email him at asirakides@rtpd.org that we may notify the other parents. The child will need a doctor's note to return to Kid Squad. If a child becomes ill during our programs, parents will be notified or an emergency contact will be called to come pick up the child immediately.

Medication

Children are responsible for taking any necessary medications. If a child needs assistance with medication, please fill out the *Medication Dispensing Information/Permission to Dispense Medication Form* that is available in this packet. No child will be able to take any medication without the proper forms being filled out. Please note: Kid Squad does not have access to the school's nurse's office for any medications and/or epi pens that are kept at the school.

Emergency Medical Procedures

An Emergency Treatment Release Form is included in this packet and is also a part of Kid Squad registration online. If a child requires emergency medical treatment, the paramedics will be called. Parents will be notified as soon as possible. For minor cuts and abrasions, simple first aid will be administered and the parent will be notified.

Equal Access/Special Accommodations

The River Trails Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels. No eligible participant will, on the basis of sex, creed, national origin, or disability be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or opportunity. The Park District is a member of a cooperative agreement among 17 park districts which form the Northwest Special Recreation Association. NWSRA provides assistance for individuals with disabilities registered for park district programs. If your child has any special medical, physical, psychological, and/or emotional needs or receives special services from the school district, please list in detail on the registration material. When registering for Kid Squad, the parent of the individual should contact Andy Sirakides at 847-463-3719 or email him at asirakides@rtpd.org to notify us of any accommodation needed in order for the individual to successfully enjoy the program. Lack of information may adversely affect the park district's ability to accommodate the needs of your child.

Kid Squad Guidelines

Code of Conduct

All participants are expected to exhibit appropriate behavior at all times while participating, spectating or attending any program or activity sponsored by River Trails Park District. This includes participation programs which may or may not require an admission fee, spectating at any athletic events, recitals, rental, facility usage and or attending special events. The following guidelines are designed to provide a safe and enjoyable activities for all participants.

Participants, spectators and or parent/guardian shall:

- Show respect to all participants, officials, program staff and supervisors.
- Take direction from program staff and supervisors.
- Refrain from using abusive, foul language or bullying of any kind.
- Refrain from any and all remarks against an individual's race, ethnic background, religion, physical appearance, or disabling conditions, this will not be tolerated.
- Refrain from causing bodily harm to self, other program participants, program staff & supervisors.
- Not bring in any weapons or items that may be used as weapons to any programs, parks or facilities.
- Refrain from damaging equipment, supplies, facilities and parks.

Additional codes of conduct may apply for particular programs such as: day camps, adult athletic leagues.

River Trails Park District reserves the right to dismiss a participant, spectator and or parent/guardian for any inappropriate conduct.

Our procedure is to warn a child first and re-teach the corrective behavior. Removal from an activity will be the next step to correct the behavior. Privileges such as games and special activities may be taken away due to inappropriate behavior.

Parental Code of Conduct

Parents are expected to follow the program rules and treat the staff with respect. *All program, staff issues, comments, or concerns should be directed to the Kid Squad Coordinator or Supervisor of Youth Programs, not the staff.* If a parent is verbally abusive or intimidating towards staff, the child will be removed from the program. This includes sarcasm, criticism, negative comments, yelling and/or screaming directed at staff and/or other parents. The police will be called to remove any parent who appears to be out of control. Please be respectful to all Kid Squad staff, school staff, and other parents and participants.

Discipline Policy

As with any large group of children, rules of conduct must be reinforced by the staff and parents. For minor offenses, children will be verbally warned and may be issued a timeout/cooldown period. For repeated problems and incidents of a more serious nature, the child's parent will be notified and an official warning will be given. All incident reports will be documented and kept on file.

- **First Warning:** If an unacceptable/repeated inappropriate behavior is deemed serious enough to merit an official warning, the parent will be notified by phone (or written letter if the parent is not reachable). Documentation of this behavior will be kept on file at the park district. If that behavior occurs again within the same day, the parents will be called to come and remove the child from the program for the remainder of the day.
- **Second Warning:** If a child continues to display unacceptable/inappropriate behavior after a first warning has been given, the parent will receive a written letter of second warning. This letter will state the child's unacceptable/inappropriate behavior and notify the parent(s) that one more incident of such behavior will result in the child being removed from the program for a specified period of time or permanently (depending on the severity of the behavior).** This letter must be signed by a parent and returned. One copy will remain at the park district and one copy will be given to the parent. **
- **Third Warning:** As per the above, after the first and second warnings have been issued and an inappropriate behavior is displayed, a parent will be contacted by phone and given a written notice that the child will be removed from the program.

**In an extreme case of unacceptable behavior that is threatening / harmful to other participants or staff, the first two warnings can be omitted and the child will be removed from the program immediately with the final warning. **

Concerns/Problems

Any troubles or changes your child has at school or at home may affect behavior during the program. Please keep us informed of any unusual circumstances so we can be sensitive to your child's needs. Our staff wants to work as a team with each family to ensure that all needs are met. Please communicate with each site's supervisor any information regarding your child's behavior, as any input you have can be vital for our programs success. Please discuss issues of a sensitive nature in private, away from your child and others in the program. Your confidentiality and discretion will be respected.

Communication

Keeping parents and staff informed is an important part of Kid Squad. We feel that the exchange of information provides helpful insights for both parties. Knowing what your child is doing during the day helps you reinforce and encourage the same topics and activities at home. Our staff can better prepare and provide for a child's needs if they are aware of situations at home. It is vital that you inform us of any changes happening in your family.

We understand that each child will react differently to new situations. Sometimes a child does wonderfully on their first day because everything is new and exciting, but they may become anxious the second day when they realize that this is going to be the new routine. Most children need two or three weeks to fully adjust to a new environment. The best support that a parent can give is to be enthusiastic, encouraging, and patient. If you need suggestions for helping your child feel comfortable, talk with a leader or site supervisor. We are here to help support you and your child!



Contact Information

Kid Squad Email

kslatereg@rtpd.org

Supervisor of Youth Programs:

Andy Sirakides 847-463-3711

asirakides@rtpd.org

Marvin S. Weiss Community Center

847.255.1200

Indian Grove Elementary School

847.298.1976

Euclid Elementary School

847.259.3303

Frost Elementary School

847.803.4815

Prairie Trails School

224.265.9900

Behavioral Standards Contract

GENERAL UNACCEPTABLE / INAPPROPRIATE BEHAVIORS:

1. Abusive language
2. Disrespectful behavior towards staff and/or fellow participants
3. Continuous disruptive behavior
4. Any aggressive behavior (slapping, punching, kicking, biting, etc.), whether it is initiated or in retaliation
5. Inappropriate touching
6. Lack of respect for equipment, supplies and facilities
7. Inappropriate touching

FIRST WARNING:

The first time any inappropriate / unacceptable behavior occurs, the parent will be notified by phone (or written letter if parent is not reachable). Documentation of this behavior will be kept on file at the park district. If that behavior occurs again within the same day, the parents will be called to come and remove the child from the program for the remainder of the day. **

SECOND WARNING:

If a child continues to display unacceptable / inappropriate behavior after a first warning has been given, the parent will receive a written letter of second warning. This letter will state the child's unacceptable/inappropriate behavior and notify the parent(s) that one more incident of such behavior will result in the child being removed from the program for a specified period of time or permanently (depending on the severity of the behavior).** This letter must be signed by a parent and returned. One copy will remain at the park district and one copy will be given to the parent. **

THIRD (FINAL) WARNING:

As per the above, after the first and second warnings have been issued and an inappropriate behavior is displayed, a parent will be contacted by phone and given a written notice that the child will be removed from the program.

**In an extreme case of unacceptable behavior that is threatening / harmful to other participants or staff, the first two warnings can be omitted and the child will be removed from the program immediately with the final warning. **

I have read, understand, and accept the above Behavioral Standards Contract and procedures.

Parent/Guardian Signature

Child/Children's names (please print)

River Trails Park District
1500 E. Euclid
Mount Prospect, IL 60056

www.rtpd.org
PH: 847.255.1200
Fax: 847.255.1285

Teacher: _____ School: _____

Entering Grade: K 1 2 3 4 5

Birthdate: ____/____/20____ Age: _____

Sex: M F

Child's Name: _____

Address: _____ Last _____ First _____
City: _____ Zip: _____

Home Phone: _____ Email: _____

Mother's Name: _____ Father's Name: _____

Mother's Phone: _____ Father's Phone: _____

Mother's Cell Phone: _____ Father's Cell Phone: _____

Emergency Contact and Authorized Pickup Information

(Other than parents listed above that may be called in case of emergency and have authorization to pick up from program)

1. Emergency Contact: _____ Relationship: _____ Phone: _____

2. Emergency Contact: _____ Relationship: _____ Phone: _____

Other Authorized Pickups

1. Name: _____ Relationship: _____ Phone: _____

2. Name: _____ Relationship: _____ Phone: _____

3. Name: _____ Relationship: _____ Phone: _____

Important Health Information

Illnesses and Injuries

☐ Asthma ☐ Hypertension ☐ Heart Defect/Disease
☐ Diabetes ☐ Ear Infection ☐ Other: _____
☐ Seizures ☐ Nose Bleeds

Allergies (Check any that apply and specify nature of allergic reactions)

☐ Animals ☐ Insect Stings ☐ Pollen
☐ Food ☐ Medication/Drugs ☐ Other: _____
☐ Hay Fever ☐ Plants

List any special instructions: _____

Medication

(Please list all, even if they are not taken at the site. If you need any medication, inhalers or Epi-Pens during program hours, the Medication Dispensing Form must also be submitted)

Is your child currently taking any medication? ☐ Yes ☐ No

List medication and the purpose of the medication: _____

Special Accommodations

Does your child have special needs that require accommodations or special assistance needed for successful inclusion in this program?

Emergency Treatment Release

As a parent and/or guardian, I authorize that in a medical emergency regarding my minor child, that the local emergency medical service be contacted. If, as determined by the local emergency medical service, my child needs immediate care and needs to be transported to an emergency care center, I authorize treatment and transportation. If in the opinion of the attending physician at the emergency care center that further treatment is necessary, I authorize the treatment of my child.

I recognize that time is important during an emergency situation and I authorize emergency medical treatment for my child. However, a reasonable effort should be made to contact myself and/or if needed, the alternate emergency contacts listed below.

I declare that I exercised my own judgment in deciding whether to sign this agreement and I further declare that my decision to sign was not based on or influenced by any declarations or representations of the River Trails Park District or its employees, agent or instructors. In addition, I agree that I will be responsible for payment for any and all medical services provided.

Review of Policies and Procedures:

I acknowledge I have reviewed the material outlined in the KID SQUAD MANUAL and agree to the policies and procedures.

Signature of Parent/Guardian _____ **Date** _____

Please print name _____

Medication Dispensing Information

This form must be completed for each program session or when medication changes.

BACKGROUND INFORMATION:

Participant's Name: _____ Age: _____

Address: _____

Parent's/Guardian's Name(s) _____

Daytime Phone: _____ Other Phone: _____

Program Name: _____

Doctor's Name: _____ Phone: _____

MEDICATION INFORMATION:

1. Name: _____ Dose: _____ Time: _____

Dispensing & Storage Instructions: _____

Possible Side Effects: _____

2. Name: _____ Dose: _____ Time: _____

Dispensing & Storage Instructions: _____

Possible Side Effects: _____

3. Name: _____ Dose: _____ Time: _____

Dispensing & Storage Instructions: _____

Possible Side Effects: _____

OTHER INFORMATION: _____

I understand that it is my responsibility to give the medication directly to program staff with full instructions in individual dosage containers, clearly labeled envelopes, or in original prescription bottles.

In all cases, medication dispensing can only be changed or modified by completing another Permission and Waiver to Dispense Medication Form and Medication Information Form.

I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, guardian, ward, or other family member is accurate. I also understand that it is my responsibility to inform the agency if any changes in the dispensing of medication change.

Signature of Parent or Guardian

Date

Medicine Dispensing/Permission Page 2 of 2

River Trails Park District Weeks of Kid Squad 2023-2024

Week	Dates	Registration Opens	Registration Closes	Notes
1	Aug 16-Aug 18	Aug 1 8:30am	Aug 9 10:30pm	Early Release (1:40pm) Aug 18 D26-1st Day Gr. 1-8 Aug 18
2	Aug 21-Aug 25	Aug 1 8:30am	Aug 16 10:30pm	D26 - 1st Day Kdgn Aug 21 D21- 1st Day Gr. 1-8 Aug 23 D21 - 1st Day Kdgn Aug 24
3	Aug 28-Sept 1	Aug 14 8:30am	Aug 23 10:30pm	
4	Sept 4-Sept 8	Aug 21 8:30am	Aug 30 10:30pm	All Schools Closed Sept 4
5	Sept 11-Sept 15	Aug 28 8:30am	Sept 6 10:30pm	
6	Sept 18-Sept 22	Sept 4 8:30am	Sept 13 10:30pm	D21 - AM Classes Only (9am-Noon) Sept 22
7	Sept 25-Sept 29	Sept 11 8:30am	Sept 20 10:30pm	All Schools Closed Sept 25
8	Oct 2-Oct 6	Sept 18 8:30am	Sept 27 10:30pm	
9	Oct 9-Oct 13	Sept 25 8:30am	Oct 4 10:30pm	D21 - No School Oct. 9
10	Oct 16-Oct 20	Oct 2 8:30am	Oct 11 10:30pm	D21 - No School Oct. 16
11	Oct 23-Oct 27	Oct 9 8:30am	Oct 18 10:30pm	
12	Oct 30-Nov 3	Oct 16 8:30am	Oct 25 10:30pm	
13	Nov 6-Nov 10	Oct 23 8:30am	Nov 1 10:30pm	All Schools Closed Nov 8
14	Nov 13-Nov 17	Oct 30 8:30am	Nov 8 10:30pm	
15	Nov 20-Nov 24	Nov 6 8:30am	Nov 15 10:30pm	D21 - No School No School Nov 21/Parent Teacher Conf. No School Nov 22-24
16	Nov 27-Dec 1	Nov 13 8:30am	Nov 22 10:30pm	
17	Dec 4-Dec 8	Nov 20 8:30am	Nov 29 10:30pm	
18	Dec 11-Dec 15	Nov 27 8:30am	Dec 6 10:30pm	
19	Dec 18-Dec 22	Dec 4 8:30am	Dec 13 10:30pm	
Winter Break December 25-January 8/ School Resumes January 9				
20	Jan 9- Jan 12	Dec 4 8:30am	Dec 20 10:30pm	All Schools No School Jan 8
21	Jan 15-Jan 19	Jan 1 8:30am	Jan 10 10:30pm	All Schools No School Jan 15
22	Jan 22-Jan 26	Jan 8 8:30am	Jan 17 10:30pm	

Week	Dates	Registration Opens	Registration Closes	Notes
23	Jan 29-Feb 2	Jan 15 8:30am	Jan 24 10:30pm	
24	Feb 5-Feb 9	Jan 22 8:30am	Jan 31 10:30pm	
25	Feb 12-Feb 16	Jan 29 8:30am	Feb 7 10:30pm	D21 - AM classes only Feb. 16
26	Feb 19-Feb 23	Feb 5 8:30am	Feb 14 10:30pm	All Schools No School Feb 19
27	Feb 26-Mar 1	Feb 12 8:30am	Feb 21 10:30pm	
28	Mar 4-Mar 8	Feb 19 8:30am	Feb 28 10:30pm	
29	Mar 11-Mar 15	Feb 26 8:30am	Mar 6 10:30pm	

30	Mar 18-Mar 22	Mar 4 8:30am	Mar 13 10:30pm	D21- No School Mar 19 Election Day No School Mar 22/Parent Teacher Conf.
No School Mar 25-29/Spring Break				
31	Apr 1-Apr 5	Mar 18 8:30am	Mar 27 10:30pm	
32	Apr 8-Apr 12	Mar 25 8:30am	Apr 3 10:30pm	D26- No School Apr 8
33	Apr 15-Apr 19	Apr 1 8:30am	Apr 10 10:30pm	
34	Apr 22-Apr 26	Apr 8 8:30am	Apr 17 10:30pm	
35	Apr 29-May 3	Apr 15 8:30am	Apr 24 10:30pm	
36	May 6-May 10	Apr 22 8:30am	May 1 10:30pm	
37	May 13-May 17	April 29 8:30am	May 8 10:30pm	D21 - AM classes only May 17
38	May 20-May 24	May 6 8:30am	May 15 10:30pm	D26-Last Day of School May 24 (Early Release)
39	May 27-May 31	May 13 8:30am	May 22 10:30pm	D21- No School May 27 Memorial Day D21- Last Day of School May 31