

Round Lake Area
Park District

Close to Home, Close to Fun!

2020-2021

PARENT HANDBOOK

Remote Learning Support (R.L.S)

Revised 12/2020

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Program Overview

The Round Lake Area Park District’s Remote Learning Support (R.L.S.) Program provides childcare for students learning remotely during the 2020-2021 school year. Our staff will assist students accessing online resources and provide structure to the day while also taking advantage of any down-time in the schedule to keep students physically active.

Important Phone Numbers

School-Age Cell Phone (*call or text*).....847-276-5693
Park District Main Office.....847-546-8558
Joan Ellis, Preschool Director.....847-886-5085
Katie Gamroth, Supt. of Recreation.....847-886-5080

Location and Program Hours

The R.L.S. program takes place at the Robert W. Rolek Community Center (814 Hart Road) Monday-Friday.

Program Hours:

Remote Learning Support 8:30am – 3:30pm

Extended Morning Hours 7:00am – 8:30am

Staff

Our staff are qualified and approved by the Department of Children and Family Services (DCFS). Staff have had experience working with children. All staff members are CPR certified and have completed orientation in preparation for the school year that includes subjects such as safety procedures, activity planning, behavior management, and leadership.

Registration

Enrollment is open to any child in kindergarten through sixth grade. It is on a first-come, first-served basis and must be completed at least 3 business days prior to the start of your child's first week of attendance. A waitlist will be started when all available spots are filled.

Registration takes place online at www.RLAPD.org, or at the Round Lake Area Park District main office located at 814 Hart Rd. A \$50 registration fee is due at the time of registration (unless the annual registration fee has already been paid for another school-age childcare program).

All children registered for the remote learning program need to be able to follow the Round Lake Area Park District's Code of Conduct and must be toilet trained to participate.

2020-2021 Remote Learning Rates

Weekly Attendance	Resident Fee	Nonresident Fee
5 Days/Week	\$175/Week	\$190/Week
4 Days/Week	\$160/Week	\$172/Week
3 Days/Week	\$120/Week	\$129/Week
2 Days/Week	\$80/Week	\$86/Week
1 Day/Week	\$40/Week	\$43/Week

2020-2021 Morning Extended-Day Rates

Weekly Attendance	Resident Fee	Nonresident Fee
5 Days/Week	\$55/Week	\$59/Week
4 Days/Week	\$52/Week	\$56/Week
3 Days/Week	\$39/Week	\$42/Week
2 Days/Week	\$26/Week	\$28/Week
1 Day/Week	\$13/Week	\$14/Week

Registration (cont.)

Student Emergency Information

We are proud to announce our adoption of ePACT Network for a faster, safer registration experience!

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 in the event of an illness, injury, or larger scale emergency.

After you register for the R.L.S. program through our website, you will receive an email invite from ePACT Network, asking you to share information with RLAPD. Just click the link in the email and follow the few quick steps to finalize your registration.

You have until 5 days prior to your child's first scheduled day of attendance to finish the ePACT process. However, any incomplete emergency information will result in removal from the program and your spot going to someone on the waitlist.

Payment Options

Notice Required

All enrollments must be completed at least three business days prior to the start of your child's first week of attendance.

1. Full Year

Pay the full year tuition at the time of registration.

2. Weekly Automatic Payments

Pay on a weekly basis. Only the non-refundable \$50 registration fee is due at the time of registration. Your first weekly automatic payment will be withdrawn on the Thursday before your first week of attendance. Two forms of payment must be kept on file for weekly payments.

The amount of your weekly payment is based on the number of days that you need care. For example, if you are enrolled for full-week care, your payment will be reduced by one day during the week of Labor Day.

Please be sure to update Guest Services if your credit card information changes.

Cancellation and Change Policy

Our team would love for your child to start and end the school year with us, but we understand that you may need to withdraw your child from the program, change the number of days your child attends each week, or change the days of the week your child attends.

Withdrawal and change requests must be submitted in writing to the Preschool Manager. **All requests must be received at least 15 days prior to the change taking place.** Cancellations and changes are subject to a 10% processing fee on any amount that will need to be refunded. ***Cancellation and change requests made within the 15-day window are subject to a 30% processing fee on any amount that needs to be refunded.***

The \$50 registration fee is non-refundable.

Cancellation and change requests will not be processed less than three business days prior to the start of the week in which the change takes place.

School Holidays

School holidays are included in the R.L.S. weekly fee for days that your child is already scheduled to attend.

Daily Program Structure

The R.L.S. Program is available for your child to have a safe space to come and participate in their school appointed lessons and assignments. Our staff will help your child get logged into their appropriate classes at the correct times and trouble shoot connection issues, they will not be assisting your child during their lessons. Our staff are not certified teachers.

A variety of quiet and active games/activities will be available to participants during their down time. Please do not send toys from home.

Nutrition

We are a licensed facility through the Department of Children and Family Services (DCFS) and are required to provide a daily nutritious snack and lunch to participants enrolled. A child requiring a special diet due to medical, allergic reactions or religious beliefs must provide a doctor's written note.

Concurrent Activities

If your child is involved in another park district program during the hours of R.L.S. (e.g. dance), please inform the staff of the change in schedule in writing, either by providing a note to the on-site program staff or by emailing our team at joan_ellis@rlapd.org

Drop-Off and Pick-Up Procedure

The R.L.S. Program is held at the Robert W. Rolek Community Center. Please come inside the building for pick-up and drop-off, children need to be signed in and out of the program electronically each day, and a valid ID is required at pick-up time.

No child will be accepted into the program or released until they have been electronically signed in/out by a parent or authorized adult listed on the Emergency Pick-Up List. Staff may ask to see a photo ID from anyone they are not familiar with. This is for the safety of your child. Be sure to explain the sign in/out procedure with anyone designated to drop off or pick up your child.

In addition to electronically signing in/out, each family is also required to complete a health survey each day. *If your child is showing any symptoms of COVID-19, they will not be permitted to attend the program.*

Late Pick-Up Policy

A late fee will be charged to any parent picking up a child after the designated program end time. The fee is \$10 for every portion of 15 minutes that you are late. Consistent late pick-ups may result in dismissal from the program.

In the case of an emergency, please call the Guest Services 847-546-8558 desk to notify our staff of the situation. It is your responsibility to make alternative arrangements for your child. If a child is not picked up by 3:45pm and there is no contact with the parent, the emergency contacts will be called. If no one is reached by 4:00pm, the police department will be called to pick up your child.

Healthcare Policies

We are not licensed for the care of sick children. Staff have the authority to refuse any child who shows signs of illness using the following guidelines:

- **Temperature of 100.4 degrees or higher:** A child who is ill may not be at program, even if controlled by medicine.

Health Care Policies (cont.)

- **COVID-19:** Any child with a persistent cough, sore throat, congested/runny nose (not due to allergies), chills, unexplained muscle aches, abdominal pain, or loss of smell/taste must be kept home.
- **Vomiting:** A child who vomits will be sent home immediately.
- **Strep throat:** A child must take antibiotics for 24 hrs before returning.
- **Diarrhea:** A child who has diarrhea twice in one day will be sent home.
- **Chicken Pox:** A child must remain home until **all** blisters have dried and formed scabs. This usually is 7-10 days after the pox began.
- **Ringworm:** Children may return 24 hours after starting treatment. The ringworm must be covered until no longer visible.
- **Pink Eye:** A child with pink eye or conjunctivitis will be sent home. Children may return after 3 doses of drops for re-admittance.
- **Head Lice:** A child must remain at home until the first treatment is completed, with no further active lice or nits seen.

A doctor's note will be required for readmission after any communicable illnesses. A physician should diagnose any child who experiences symptoms of a contagious disease. If you have any questions regarding an illness, please call in advance before dropping your child off.

Health Care Policies (cont.)

It is each parent's responsibility to verify their child's daily health is adequate before bringing him/her to program. A child who shows signs of illness should be at home for the benefit of all. If your child is exposed to a communicable disease, you must notify us immediately for the protection of the participants and staff.

If a child becomes ill or injured while at program, their parent/guardian will be notified immediately. Staff will use the emergency contact list provided through ePact if a parent or guardian is unavailable.

Have a plan in place in the event that your child becomes ill while at program. If you are unable to leave work yourself, please have someone who is able to care for your child on stand-by.

Restore Illinois Childcare Guidelines

Based on recommendations from the DCEO and IDPH, the following guidelines have been put in place to help mitigate the potential risk of participants or staff contracting COVID-19:

General Guidelines

- There will be a zero-tolerance policy for licking/spitting/biting. Any incident will result in removal from the R.L.S. program.
- While indoors, all staff and participants must wear secure face coverings over their mouth and nose and follow 6-ft distancing.
- Face coverings will not be required while outdoors unless 6-ft distancing cannot be maintained.
- Staff and participants must have a face covering with them at all times.
- Groups will be limited to 15 participants and 2 staff. There will be no intermixing of groups.
- Groups will remain on or near the Community Center campus; there will be no off-site field trips.
- Frequent hand washing will be encouraged and all groups will have a supply of hand sanitizer.

Health Monitoring

- All staff and participants will be required to complete a wellness screening self-assessment before arriving on-site each day.

Restore Illinois Childcare Guidelines (cont.)

- Any staff or participant who is exhibiting COVID-19 symptoms will be prohibited from attending the program. If a staff or participant exhibits symptoms, they may return to the program when they have been fever free for at least 72 hours (without fever-reducing medication), and other symptoms have improved, and at least 10 days have passed since their symptoms first appeared.
- Any staff or participant who has had close contact with any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and seek a COVID-19 test at a state or local testing center, healthcare center or other testing locations.
- A staff or participant who has been confirmed with COVID-19, may not return until:
 - They have isolated at home for a minimum of 10 days after symptom onset AND
 - They have been feverless and feeling well (without fever-reducing medication) for at least 72 hours.
 - OR they have two negative COVID-19 tests in a row, with testing done at least 24 hours apart.
 - In all cases, the Park District will require a doctor's note to return to camp.

Accidents

Accident reports will be filled out for any injury requiring first aid. If the injury is a non-emergency, requiring only a Band-Aid or ice-pack, staff will administer basic first aid. If the injury requires more than basic first aid, staff will call 911. They will notify you as soon as the situation allows. If you are not available, the emergency contact(s) listed on the Emergency Card Form will be notified. If your child needs to be transported to the hospital in an ambulance, a staff member will accompany your child and wait until you arrive to meet them at the hospital.

Medication

If your child requires medication while at program, you must complete a *Permission to Dispense Medication Form* through ePACT. The form must be uploaded prior to your child's first day at program. If the medication is a prescription, the physician's information must be on the label along with their instructions for dispensing. All prescription medications must be in the original packaging/bottle and labeled with your child's name and date.

Personal Belongings

Children are strongly discouraged from bringing toys, sports equipment, trading cards, valuable items, or money to the program. The Round Lake Area Park District is not liable for any lost, stolen or damaged items brought to the program by participants. Please keep in mind use of cell phones is prohibited during program hours. If you need to contact your child during program hours, please call registration.

Each participant is required to have and wear a face covering with them at all times.

Participants with Special Needs

The Round Lake Area Park District welcomes participants with special needs. It is the parent's/guardian's responsibility to notify the Recreation Supervisor of any special needs of a R.L.S. program participant. We work very closely with the Special Recreation Services of Northern Lake County (SRSNLC) to ensure proper care is provided for this program. Please call 847-546-8558 ext. 5092 for additional information from the SRSNLC staff.

Behavior/Discipline

R.L.S. participants are expected to comply with the RLAPD rules and regulations in addition to the program-specific rules. All parents and students are asked to review and sign a copy of the Behavior Contract. We want all parents to be aware of the expectations we have during the program, as well as the steps that will be taken, if needed, to address any unwanted behaviors.

The Round Lake Area Park District reserves the right to dismiss a participant if his/her behavior is not in the best interest of him/herself, other participants or staff. Each situation is evaluated on its own merit and conduct notices will be used to document inappropriate behavior. Program staff will discuss the behavior with the child and his/her parent or guardian. Recurring or severe behavior may lead to suspension or dismissal from the program with no refund.

Communication and Parent Involvement

Our team strives to serve each family in the most effective manner possible. Parent involvement in the program is essential. We are a team in ensuring your child has a positive and safe e-learning experience. Cooperation with all policies and procedures outlined in this manual is imperative.

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