

WAUCONDA PARK DISTRICT



Caring. Loving. Understanding. Be kind.

Wauconda Park
District
CLUB
Parent Handbook
2026 / 2027

Revised March 2025

Dear CLUB parents,

I would like to welcome you to the new year of CLUB. CLUB will begin on Wednesday, August 19, 2026.

The CLUB program will offer both structured and unstructured activities each day. Activities will include arts and crafts, sports and games, creative play, board games, etc. Any child who needs to do homework will be encouraged to do so through homework time.

Each afternoon your child will be provided with a snack. Please inform us of any food allergies your child may have, and we will do our best to accommodate these restrictions. Children of all ages have a need for consistency, and a desire for variety. Since we are operating on school district property, we will follow the rules set forth by the school district. It is our goal to meet the needs of each child in the program.

Enclosed is a copy of the Parent Handbook and the Wauconda Park District Behavior Policy.

Please note that all payments will be withdrawn on the 15th of the month from a credit card or debit card, unless other arrangements have been made with the Recreation Supervisor. You should have received an invitation from ePACT Network to fill out all emergency documentation. The ePACT documentation must be complete and submitted prior to your child being allowed to attend the CLUB program. You can update the emergency paperwork on ePACT at any time.

With those thoughts expressed, I look forward to a great year and thank you for choosing the Wauconda Park District CLUB program for your needs. Feel free to contact me about any questions or concerns you may be facing. I can be reached at 847/526-3610 or smarconi@waucondaparks.com.

Sincerely,

Stephanie Marconi

Stephanie Marconi
Recreation Supervisor
smarconi@waucondaparks.com

Philosophy of CLUB Program

The purpose of the CLUB program is to provide a relaxed, safe, home-like environment for children in kindergarten through sixth grade. This program will provide well rounded care for your child while giving you the assurance that their needs are being met by a quality program with well-rounded staff. The program will provide your child with a variety of experiences that promote their development.

The program is designed to allow children to gain new experiences. It is very important not to totally structure the program, as children need a chance to unwind, relax and play with their peers. The CLUB program will offer both structured and unstructured activities each day. Activities will include arts and crafts, sports, games, creative play, and board games. Homework assistance is offered but CLUB staff are not responsible for homework content or ensuring that homework is completed. Depending on the weather supervised outdoor activities will be provided, please have clothing available.

The staff is aware that different children have different needs. The staff will make every effort to meet the individual needs of each child.

CLUB is held at Robert Crown and Wauconda Grade School for K-6th graders. Wauconda Grade School, Wauconda Middle School and Matthew's Middle School students will be bussed to their schools in the morning if participating in AM care, and those participating in PM care will be bussed to Robert Crown or Wauconda Grade School for after care.

Dates, Times & Location

The Club Program will follow the school calendar established by Wauconda Community School District #118. The Wauconda Park District will offer alternate programming on full days off and early dismissal days. Early dismissal days can be attended at no additional cost and will be held at Robert Crown and Wauconda Grade School. Full day off activities will have an additional fee and will be held at the Community Center, 600 N. Main St. **All full day off activities and early dismissal days require pre-registration so that the Park District will be able to plan for the activities.**

Times of Program

Our Club program begins at 6:30 am. Children are not to be dropped off prior to that time. Staff members may be present, but they are setting up the site and are not responsible for the children until the program begins at 6:30 am.

AM CLUB- ALL CHILDREN ATTENDING BEFORE SCHOOL CLUB MUST BE WALKED INTO THE CLUB SITE AND SIGNED IN!

The school has requested our assistance in enforcing the following rules: children and parents are not permitted to go to their lockers or classrooms before or after school hours. If a parent is interested in seeing what their child does daily at CLUB, please arrange a meeting with the CLUB Coordinator.

PM CLUB

If your 6th grader is registered at Wauconda Middle School or Matthews Middle School, please check with transportation to see what bus number and arrival time at Robert Crown will be. Transportation can be reached at 847/526-6672.

Robert Crown/ Wauconda Grade School

CLUB: Dismissal time is 3:40 pm. All children will walk to the cafeteria/multi-purpose room and will be met there by CLUB staff. All children **must be picked up by 6:00 pm**. If pick-up occurs after 6:00 p.m. a \$1 per minute late fee must be paid. For example, if pick-up occurs at 6:15 p.m., that parent must pay \$15. Failure to pay this late fee could result in your child being removed from CLUB. If a parent is more than

30 minutes late the Wauconda Police Department will be notified, and your child will be taken into protective custody until you can be located. Habitual tardiness will result in a request that your child be asked to leave our program temporarily, then permanently. Calling to report that you are running late does not forfeit the late fee you will be assessed. The time will go by the clock located at the site.

Sign Out

When you pick up your child, you must sign the sign-out sheet and write down the time. The official time is the CLUB phone. The staff cannot dismiss any child without a parent/ guardian or authorized individual coming to the front doors to sign the child out. People not on the list will not be allowed to remove your child from CLUB. This may seem inconvenient, but we must always account for your child. It will be necessary that parents always have photo ID with them. CLUB staff will be asking to see ID's prior to signing a child out.

Front Door Policy

The children's safety and well-being are of the utmost importance to our organization. District 118 has instituted this policy. The doors to the school facilities will be locked and secured during both AM & PM CLUB. Following is our drop-off and pick-up procedure.

AM CLUB - Please ring the doorbell, CLUB staff will meet the parents at the front door. Parents will sign their child in when dropping off and the child will then be escorted to the cafeteria by the CLUB staff.

PM CLUB - Parents will ring the doorbell. Your child will be escorted to you with all their belongings, and you will sign them out by the front door.

ROBERT CROWN – SITE PHONE:	(847) 707-3612
WAUCONDA GRADE – SITE PHONE	(847) 707-3613
COMMUNITY CENTER	(847) 526-3610

Our goal is to be able to provide you with the safest possible environment for your child.

Authorization for Pick-Up

In the event you are unavailable to pick up your child, only individuals listed as an authorized pick-up individual on your ePACT forms will be allowed to pick up your child from the CLUB program. Any persons picking up your child will need to show proper photo identification **before** your child is released. We will not release any child to an unauthorized person. If you find the need to send an unauthorized person to pick up your child in case of an emergency, written notification may be sent, or a verbal authorization is permissible when you speak to the supervisor and only the supervisor.

Anyone can be added as an authorized pick-up individual on the ePACT portal at any time.

Absences

Please call the Park District or CLUB Coordinator if your child will be absent. If it is a planned absence, please inform the CLUB Coordinator in writing at least one day prior to the date of absence. Counselors cannot simply take the word of a child that they will be absent.

If the absence is due to an illness or is a last-minute decision, you may call the CLUB site. (Phone numbers are listed below.) This will save time in trying to locate your child after school. If you call them into the school, please make sure to also call the CLUB phone, as messages from the school are not

always transferred. If your child is participating in after-school activities, it is your responsibility to give the CLUB Coordinator a list of these activities.

ROBERT CROWN – SITE PHONE:	(847) 707-3612
ROBERT CROWN SCHOOL:	(847) 526-7100
WAUCONDA GRADE-SITE PHONE:	(847) 707-3613
WAUCONDA GRADE SCHOOL:	(847) 526-6671
WAUCONDA PARK DISTRICT:	(847) 526-3610

Illness

We would like to be informed of any contagious disorders that your child has been exposed to, such as COVID 19, Strep infection, chicken pox, head lice and any other communicable disease. It is helpful and fair to let all parents know if a child in the program has contracted any illness. You will be notified either verbally or by email or note when going home, this information will remain confidential. Also, if your child has a cold or cough, we encourage you to keep them at home until they are ready to return. Children must be fever and vomit free for 24 hours before returning to club. Please call your site coordinator at Wauconda Grade School 847/707-3613, Robert Crown at 847/707-3612.

Emergency Medical & Health Policy

We will always try to provide a safe environment for your child; however, children being children may be injured. In the unlikely event of such an occurrence, the procedure below will be followed:

1. Paramedics will be called to handle serious accidents. (i.e., bigger than band aid injuries). They will also be called in the event of any type of head, neck, or back injury.
2. A call will be made to you to inform you of the situation. If you cannot be reached, we will call the emergency numbers you provided on the information form. Again, please feel free to revise this list as frequently as necessary.
3. If your child requires medical care, we will accompany them to the nearest facility.
4. If your child becomes ill while at CLUB, we will call you to notify you of the situation. If your child has a fever, is vomiting, or experiencing diarrhea. **Your child must be picked up immediately from CLUB. This policy is not only for the protection of your child, but also extends to the other children in CLUB.**

Medication policy

If your child needs to take medication while at CLUB, the ePACT Permission to Dispense Medication/Inhaler Form needs to be filled out prior to your child-attending CLUB. We need this completed even if it is an over-the-counter medication. All medication must be in its original container with the following information: Dr 's. name, Child's name, pharmacy, type of medication, dosage and time of dispensation.

Please send enough medication to last for at least a month. It is important that the CLUB site has your medication as we are unable to access the nurse's station before 8 am and after 4 pm. All medication will be kept with the CLUB Coordinator unless it needs to be refrigerated. Then we will try to make accommodations with the school to keep it at the nurse's station, if not the medication must go home each day with your child. CLUB Coordinator or counselor in charge will administer the medication to your child as stated on your medication log. Please do not allow your child to carry medication, it should be given directly to the coordinator.

Personal Items/Toys from Home

We ask that all personal items be marked with your child's name (i.e. backpack, coat, and boots). Please do not send personal toys with your child to CLUB. Items may get lost, broken or stolen and the

Wauconda Park District is not responsible for said items. Each child is responsible for his/her own belongings.

We would appreciate it if your child could leave all iPod, MP3 players, portable games, trading cards, at home. No toy guns, gun paraphernalia, magazines, pocketknives, or play weapons are allowed. All Cell phones will need to remain in your child's backpack.

The Wauconda Park District cannot be held responsible for any personal items brought to CLUB.

Dress

Children must always wear shoes. No sandals, crocks, flip flops, or open-toed shoes. Children should wear gym shoes and change their shoes before going to school or after school. This is to protect them from falling or getting hurt while playing sports/active games.

Children are very likely to get dirty on the playground. You may send some play clothes for your child to change into. Please dress them for the weather. During the winter months, weather permitting, we still go outside so children need snow pants, hat, boots, and gloves/mittens please also send them gym shoes for indoor use.

Snacks

CLUB

The children will be served a snack every afternoon. The school district serves breakfast before school, please see them about pricing. If your child requires a larger snack after school, please feel free to send an additional snack. Please inform us if your child has any dietary restrictions. If your child has multiple food allergies, please supply us with a list of acceptable snacks. We will make every effort to accommodate everyone's food restrictions. Please notify us of any dietary changes that occur during the program.

Email Communications:

Please supply us with an email address. We will be using e-mails to communicate changes due to weather conditions, days off, updates, and late fees. Due to the large number of participants in the program it is difficult to reach all participants in a timely manner if we must make phone calls.

Billing

1. **At time of registration, you submitted a \$50 nonrefundable deposit. Deposit will be applied to your last month's bill as long as your child attends CLUB through June 2027.**
2. Payments are divided into 9 equal monthly payments for the entire school year.
3. **All payments will be automatically deducted from a credit card or debit card.** Payments will be deducted from your account on the 15th of the month with the first payment being August 15. The amount remains the same; unless you make changes to the number of days that your child will attend.
4. It is your responsibility to contact Stephanie Marconi, Recreation Supervisor, for alternative payment plans.
5. **Any child enrolling before the 15th of the month will be charged for the full month.**
6. **Any child dropping after the 15th of the month will be charged the full month.**
7. **The CLUB staff will not accept any type of payment.**
8. **PLEASE DO NOT SEND PAYMENTS OR DAYS OFF REGISTRATIONS WITH YOUR CHILD OR TRY TO GIVE PAYMENTS TO CLUB STAFF.**

Automatic Credit card

All payments will be automatically deducted from a credit card or debit card. Please complete the automatic credit card form. If you have a credit card on file, please complete the form with your signature, the CVC number and last four numbers of the credit card on file.

Changes to CLUB

If you have changes, please make them with Stephanie Marconi. Once school has started all changes to CLUB account are subject to a \$10 processing fee.

Concerns/Problems

Any troubles your child has at school or at home may affect behavior during the CLUB program. Please keep us informed of any unusual circumstances so we can be sensitive to your child's needs. The staff would like to work as a team with family and school. Your input is vital to accomplishing this goal.

Holidays and Days Off from School

The Wauconda Park District will offer alternative programming on full days when school is not scheduled. These days require advanced registration on a per occurrence basis and require an additional fee, which must be submitted at the time of registration. Registration is on a first come basis. Once the maximum number has been reached a waiting list will be started. We make every effort to accommodate our waiting lists but because of transportation and tickets that may not always be possible. An email regarding specific trip information will be sent 48 hours in advance. No registration will be accepted after the listed registration deadline. **The Behavior Policy in this manual applies to Days Off School. Conduct reports carry over from CLUB to Days Off School.**

***Any money brought to CLUB whether for a field trip or any other purpose must be held by that child and must be in a sealed envelope with the child's name on it. Wauconda Park District is not responsible for lost or stolen property.

There will be **NO CLUB** scheduled on the following days: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and Memorial Day.

Cancellations

If Wauconda School District #118 cancels school, CLUB is also cancelled. In the event of inclement weather, listen to radio stations WKRS, WGN OR WXLC for the closing of Wauconda School District #118. Parents will receive an automated phone call from the school district to inform you of school closing.

If school is dismissed early because of inclement weather, we will meet from the time of dismissal until 6:00 pm. There will be no reduction in fee due to closings, as there will be no increase in fee due to the addition of early dismissals due to inclement weather.

CLUB Rules

Since CLUB is held on District 118 property, all rules and regulations of the school district are in effect during AM and PM CLUB. The purpose of discipline is to help a child develop self-control and to learn to assume responsibility for his or her own actions. We use only positive statements and reinforcement to redirect negative behavior. As with any large group of children, rules of discipline must be reinforced by CLUB Staff and also the parents. We ask that you as parents please go over this information with your child, so they are aware of the consequences of poor behavior. Listed below are CLUB rules.

1. Follow all directions the first time they are given.
2. Show respect for the people around you (staff members, peers, patrons, etc.).
3. Show respect for the property of others (personal, supplies, equipment, facility, etc.).
4. No verbal or physical abuse (hitting, swearing, throwing objects, etc.).
5. Follow all field trip and school rules.
6. Do not leave a group or area without permission.

Playground Rules

The following rules are ones that will be enforced by CLUB personnel:

1. Use the equipment safely.
2. Cooperate with those in charge.
3. Talk kindly to and about others.
4. Play in a careful and friendly way.
5. Follow the rules of the games you play.
6. Control your anger.
7. Use appropriate language.
8. Return playground balls and other equipment back to where you found them.
9. Stop, look and listen when you hear a whistle or counselor.

Discipline Policy

Below is the discipline procedure for CLUB children who are exhibiting consistently disruptive behavior. After these steps are exhausted the child will be discharged from CLUB and **no refund** will be given for the month you have currently paid for, and you will forfeit your \$50 deposit. **The Wauconda Park District reserves the right to dismiss a participant based on any extreme inappropriate behavior without prior documentation.**

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| Step 1 | A “warning” will be given and documented. A “timeout” may also accompany a “warning”. This will be documented in our behavior log. |
| Step 2 | Most often the child will be required to sit in a “time out” or “cooling off” period for a few minutes. |
| Step 3 | The third warning in one day will result in a Behavior Conduct Report being sent home alerting parents or guardians to the problem. Behavior Conduct reports can be written immediately if the child becomes physical or the club coordinator feels it necessary. The Behavior Conduct Report must be signed by the next day of Club that the child attends. A copy will be mailed or given to the parent. |
| Step 4 | After the second report and the problems are still occurring the Club Coordinator, Recreation Supervisor and the parents will discuss the behavior and try to work out possible solutions to the problem. This communication will take place in the form of a meeting. If the behavior is severe enough, the child will not be allowed back into the program until the meeting has taken place. |
| Step 5 | The third Behavior Conduct Report sent home during the school year will result in the child being dismissed from the remainder of the school year, and no refund will be issued. |

***** Parents will be notified of the any unacceptable behavior upon picking up or dropping off their child the next day after an inappropriate behavior occurs.***

Warning/Timeouts Are Given for:

1. Not following directions
2. Disrespect towards a counselor, park district employee or other children
3. Destruction of property, stealing or vandalism.
4. Swearing, racial slurs or verbal abuse towards anyone.
5. Threat of abuse towards anyone.

Behavior Conduct Reports Are Sent Home for:

1. Physical abuse towards anyone.
2. Any infractions of a serious nature.
3. The 3rd infraction in one day.

Wauconda Park District
BEHAVIOR MANAGEMENT POLICY

The Wauconda Park District reserves the right to dismiss a participant whose behavior endangers the safety of himself/herself or others.

Children are entitled to a pleasant and harmonious environment at Club and setting guidelines for good behavior is a part of the system we must follow. We hope that these procedures will help curb some of the more common forms of misbehavior and still allow us to work with children that may need some additional attention in following these behavior guidelines. We feel it is very important that parents take an active role in reinforcing these methods so that participants feel that parents and CLUB staff are working together. If you have any questions or concerns about this policy, please contact the CLUB Supervisor at Wauconda Park District 847-526-3610 ext. 102.

Behavior Policy (as approved by the Wauconda Park District Board of Commissioners)

To ensure safe and enjoyable programs, activities and facilities for all residents, the Wauconda Park District has developed the following Code of Conduct. Participants are expected to always exhibit appropriate behavior when involved in Park District programs, activities, events, leagues and while using the Park District Facilities and Parks.

1. Show respect to all participants and staff.
2. Refrain from using foul or obscene language.
3. Refrain from causing bodily harm to participants and staff.
4. Refrain from communicating threats, inappropriate comments or actions that can be considered as any type of harassment, direct threats, or actions that pose a threat by gesture, word, or action.
5. Exhibit tolerance and courtesies and commonly accepted behavior towards our diverse community.
6. Show respect to equipment, supplies and facilities.
7. Exhibit good sportsmanship at athletic events whether an active participant or observer.
8. The use, suspected use or consumption of alcohol or illegal substances on Park District property is prohibited. While alcohol is approved for select special and off property events, it is expected that all residents and participants will exhibit good judgment and moderation when alcohol is consumed.

The Wauconda Park District reserves the right to dismiss without refund any participants who violate the Behavior Policy. In addition, if it is felt that such actions pose a threat to the general safety or welfare of other participants, an individual may risk consequences associated with the summoning of the Wauconda Police Department.

Wauconda Park District Conduct Report

Completed By:	Susie Johnson	Date:	10/21/2015
Child's name:	Tommy Smith	Age:	10
Address:	123 Main St	Phone:	847/526-9999
Club Staff:	Susie Johnson		

BEHAVIOR INFRACTIONS

1. Defiance of Authority
2. Abusive/Foul Language
3. **Hitting, Kicking, Physical Abuse, Throwing objects**
4. Abuse/Damage of Equipment, Supplies, Facilities
5. Other

Description of Incident: Playing in the club room, was playing Legos with 4 or 5 other children got upset with another child and threw the entire bucket across the room. Hitting 2 other club children with Legos.

Action Taken/Recommended: Child was talked to, asked to clean up the Legos and given a two-minute time out. After the timeout was taken actions were discussed with good and bad choices.

Club Staff filling our form:	<u>Susie Johnson</u>	Date:	<u>10/21/2015</u>
Club Supervisor Signature:	<u>Sara Brown</u>	Date:	<u>10/21/2015</u>
Parent Signature:	<u>Sally Smith</u>	Date:	<u>10/22/2015</u>

Example

Note to Parents

Important phone numbers:

Wauconda Park District: 847-526-3610

Stephanie Marconi: 847-526-3610

RC CLUB Phone: 847-707-3612

WGS CLUB Phone: 847-707-3613

CLUB Rules and Regulations Acknowledgment of Manual Form

THIS FORM MUST BE SIGNED AND TURNED IN WITH YOUR CHILD'S REGISTRATION FORM PRIOR TO THE FIRST DAY OF SCHOOL,

I have read and fully understand the procedures, policies, rules and regulations outlined in the parent handbook that are required of me and my child(ren) while enrolled in a Wauconda Park District CLUB program. I am also aware that there are certain consequences that may affect me or my child(ren) for not following these policies and procedures.

Please initial each item indicated and sign at bottom.

1. I understand the cancellation/change policy outlined in this handbook. _____
Parent initials

2. I have fully read and understand the Wauconda Park District CLUB program behavior policy. _____
Parent initials

3. I understand that only the people that I have listed on my pickup list will be allowed to take my child from the Wauconda Park District program. _____
Parent initials

4. I have read the payment section; I understand that CLUB needs to be paid for by the 15th of every month. _____
Parent initials

Parent or Guardian name (please print)

Signature of Parent or Guardian

Date

Please list child's name:

Automatic Credit Card Form

2026/2027 school year

The Park District offers an automatic credit card payment option for CLUB fees. Your credit card will be billed automatically on the 15th of each month for CLUB. When payment is completed, you will receive a confirmation email.

Family Name _____	Child's Full Name	Amount owed
	1 st Child _____	\$ _____
	2 nd Child _____	\$ _____
	3 rd Child _____	\$ _____
		Office use

Payer's Full Name _____ DOB _____
 Parent responsible for paying

Total Payment Amount _____

Credit Card Information

Visa _____
 Master Card _____
 Discover _____

Credit Card Number _____ - _____ - _____ - _____ CVC _____

Expiration Date _____

Cardholders Name **(Please Print)** _____

Address _____ Zip _____

Authorized Signature _____

Date _____

Note: If you filled out this form for CLUB 2025/2026. A new form is required to be completed for CLUB 2026/2027 school year.

For Office Use Only:

Date Received: _____ Staff Initials: _____