

# Mount Prospect School District 57

## Kids' Corner Handbook



### Kids' Corner Supervisors

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## Site Locations

### **Fairview School**

300 North Fairview Avenue  
Mount Prospect, IL 60056

### **Lions Park School**

300 East Council Trail  
Mount Prospect, IL 60056

### **Westbrook School**

103 South Busse Road  
Mount Prospect, IL 60056

## Sessions/Hours

|                          |                                  |
|--------------------------|----------------------------------|
| Before School Care       | 7:00 a.m. to Start of School     |
| After School Care        | Dismissal of School to 6:00 p.m. |
| Before/After School Care | Both Sessions 1 and 2            |

The first day for Kids' Corner services is the first full day of school.

**Kids' Corner services are offered on days school is in attendance, however, only the morning session on half days.** Kids' Corner services are **not** available on snow or emergency days. Please refer to the district website [www.d57.org](http://www.d57.org) for a complete calendar of school days.

For kindergarten students, before school care only is available to a.m. kindergarten students and after school care only is available to p.m. kindergarten students. **The district does not offer full-day child care.**

## Eligibility

This program is available to District 57 students in kindergarten through 5<sup>th</sup> grade at Fairview School, Lions Park School, and Westbrook School at the students attending school only. The district reserves the right to limit registration based on staffing.

## Transportation

Transportation to and from Kids' Corner is the sole responsibility of the families. We require prior notification and written authorization to allow child to leave with another adult.

## Fees

Kids' Corner fees, as approved by the Board of Education, are included on the attached student fee listing.

Please note the following:

- A nonrefundable registration fee per child is due with registration.
- Payment of fees is to be paid weekly and in advance of service. A late fee of \$50.00 will be assessed if the parent is one week late, on the following Tuesday.
- Any family that arrives late to pick up a child will be charged a \$25.00 fee for every 1-15 minutes after 6:00 p.m.
- If a parent goes two (2) weeks without making payment, they will be excluded from the Kids' Corner program until **ALL** payments are made.

## **Plans**

The **full-time rate** is for families intending to utilize the program on a regular basis three or more days per week. The **part-time rate** is for those families intending to utilize the program on a regular basis two or less days per week. If your needs change, you may switch to the opposite plan **once** during the school year with the second plan remaining for the duration. Two weeks notice is required for this change.

**Due Date**

Payment of fees are to be paid weekly on Tuesday.

**Payment Methods**

- Kids' Corner fees may be paid online through Community Pass. Credit cards accepted are Visa, MasterCard, or Discover.
- If there are credit card issues, call the District's Accounting Coordinator: 847-394-7300 X-1006

A payment summary statement will be available for Parents on Community Pass at the end of the year for personal tax filing purposes.

NO CREDIT or REFUNDS will be given for absences, including absences for illness or family vacations. In the event of snow/emergency school closings, no credits or refunds will be given if program is still available for at least three (3) days (full-time rate) or two (2) days (part-time rate) for student attendance.

If a child will not be attending Kids' Corner for six (6) days or more, please contact the Kids' Corner Supervisor. In addition, parents must provide a doctor's note on the 6<sup>th</sup> day of being absent from Kids' Corner.

**Discipline/Behavior Guidelines**

We believe that discipline is an ongoing process that enables children to develop self-control and the ability to govern themselves. Kids' Corner expects that all participating children will behave in an orderly manner, use proper language and ask permission for various activities. Should a child have difficulty in managing his/her behavior, he/she will be subject to student discipline as outlined in the Mount Prospect School District 57 Handbook.

**Illness/Accidents**

In case a child is involved in an accident at Kids' Corner, he or she will be given first aid. In the case of an accident or illness, the parent will be contacted to come for the child. If the parent or designee cannot be reached and the need for medical attention appears urgent, the school will call paramedics.

**Medications and Student Health**

The administrative staff of District 57 believes that the responsibility for administering medication rests with the parents. Whenever possible, a schedule should be arranged that all medications are given at home and not during Kids' Corner hours as the program does not have access to a school nurse. If your child requires medication as a result of a specific medical allergy, chronic illness, long term medication, or other condition, medication must be provided to the Kids' Corner program (in addition to any medication on hand at the school nurse's office) and you must authorize the use of this medication to be administered by district personnel by completing and signing a medication permission/waiver form. For students who self-administer asthma medication and/or epinephrine auto-injectors, you must authorize the child's self-administration by completing and signing the self-administration permission/waiver form. These forms can be obtained through the registration process or website [www.d57.org](http://www.d57.org) and must be on file with the nurse's office. If your child has diabetes, a diabetes care plan must be submitted upon enrollment in Kids' Corner.

## **Allergies and Food Service**

It is not possible for Kids' Corner to eliminate all risks of exposure to allergens when a student attends its program. Kids' Corner follows the Mount Prospect School District 57 Food Allergy Management Program. Children with food allergies must only eat food provided by their families. The before school snack will consist of one cereal bowl pack and milk, while an individual packaged snack item will be made available after school to be consumed at school. If you feel your child requires additional food, you will need to pack these items on a daily basis.

## **Withdrawal from Program**

Kids' Corner must be given **two weeks written notice** of your intended withdrawal date to avoid additional fees.

## **Other Important Information**

- All children arriving in the morning must use the assigned door as designated by location. All other doors of the school will be locked. Parental supervision is required prior to a child's entering and after exiting the building.
- Each child must be signed out on a daily timely basis at pick-up time. Only those whom you authorize in Community Pass will be allowed to pick up your child. It is necessary to phone Kids' Corner on the day intended, to provide the name of the individual. This individual needs an ID to pick up your child. At no time will children be allowed to walk home alone.
- Any family that arrives late to pick up a child will be charged a \$25.00 fee for every 1-15 minutes after 6:00 p.m. Late fees will be reflected on the next billing statement. We understand that emergencies may arise in which a family cannot pick up their child by the 6:00 p.m. deadline; however, the frequency of these occurrences must be kept to a minimum. In the event that these emergency situations occur more than three times in a given school year, you may be contacted by a Kids' Corner supervisor to discuss other child care options which may include another program not operated by the district.
- For circumstances requiring special attention (e.g. equipment, accommodations), submit a written request to the Assistant Superintendent for Finance and Operations at 701 W. Gregory Street, Mount Prospect, IL 60056.
- Children are enrolled for a specific number of days and the program is staffed accordingly. Unless otherwise informed, all children will be expected on their regularly scheduled days.
- You must notify Kids' Corner of any absences, including illness, doctor or dental visits, etc. However, as noted previously, no credit or refund will be given. You may inform us of absences by a written note a day in advance of the absence or by calling the school. Contact information is on page one.
- From time to time, situations may occur which require this handbook to be modified and updated. Please reference the district website ([www.d57.org](http://www.d57.org)) for any procedural updates.