



PROGRAM HANDBOOK

2019-2020

The mission of the New Lenox Community Park District is to provide safe recreational opportunities through diverse programs, facilities, and open space, with the overall goal being improvement of the quality of life in our community.



New Lenox Community Park District

Administration Building (815) 485-3584
Lions Community Center (815) 485-1737
Fax (815) 485-3589

Spencer ACES Phone
(779) 435-2446

Nelson ACES Phone
(815) 666-5078

Tyler-Bentley ACES Phone
(815) 666-5739

Haines-Oakview ACES Phone
(815) 666-4218

Our ACES phones are only on during program hours
6:30am-9:15am and 2:00pm-6:30pm

Recreation Supervisor: Jess Tompkins
jtompkins@newlenoxparks.org
(815) 485-3584
Monday-Friday, 9:00am-4:30pm

What is ACES all about?

The ACES program is designed to provide a safe, structured before and after school program for children attending District 122 schools in grades Kindergarten through sixth.

The program is staffed with trained leaders and assistants. We are able to accommodate full-time and part-time schedules. The ACES program hours are 6:30am until school begins and after school until 6:30pm.

Registration for this program starts on Monday, July 1, 2019. In order to register you must initially register (in-person), pay the \$30 non-refundable registration fee and turn in your completed ACES Welcome Packet. After your initial registration (in-person), you will be emailed your user name and password if you do not have one already.

For your convenience, online registration will be available on Thursday, August 1, 2019. We strongly encourage you to use the online registration system. This will prevent you from having to fill out the weekly calendar registration forms.

Weekly calendar registration forms are available at the program or on our website newlenoxparks.org. All weekly calendar registration forms need to be filled out completely for each child with your child's first and last name, school, grade, days of the week attending the program and times (AM, PM and/or AM/PM) along with your payment and signature.

Weekly calendar registration forms, along with your payment, can be turned in to the NLCPD staff at the program or at one of our registration offices: Lions Community Center, 1 Manor Drive or our Administration Building, 701 W. Haven Avenue. They can also be faxed (815) 485-3589 with your credit card information.

Payment is due by THURSDAY at 8:00AM the week prior to attending for drop-off and online registration. Online registration is not available starting Thursday at 8:01am. **There is a \$25 late fee assessed to late registrations per child. We will no longer waive this fee, NO EXCEPTION!** This is for the safety of your child! We need to ensure that our program rosters are correct for our Park District Staff.

Please Note: When you pay your \$30 non-refundable registration fee, you are not able to attend ACES that week. You must wait until the following week to attend the program. **Example:** School starts on Wednesday, August 21. Your child needs to be registered by Thursday, August 15 at 8:00am. If you stop in the following Tuesday, August 20 to register your child, your child will not be able to attend ACES until Monday, August 26.

NLCPD reserves the right to change a payment to reflect the correct fee.

NLCPD reserves the right to automatically charge your credit card if you do not include payment with your registration form. A \$25 late fee per child will be assessed for registration received after Thursday at 8:01am.

Drop Off Rate (One Day Only Per Week) this was designed for families who may have a last-minute change in their schedule such as a family emergency. A \$25 late fee will be assessed. NLCPD reserves the right to discontinue this rate if we feel it is being abused.

We offer a payment plan for those individuals who are attending ACES on a set schedule. In order for you to enroll you must complete the Commitment Form.

When school is off, we do offer full-day care called Beyond the Bell. The hours are from 6:30am-6:30pm. The program is located at the Lions Community Center, 1 Manor Drive. For more information visit our website newlenoxparks.org.

Breakfast/Snacks

We provide a well-balanced, nutritious snack; therefore, parents are not permitted to send children to ACES with food/drink items. If your child requires a special diet a note from the doctor must be provided in order for your child to bring their own food. ACES does not provide the food for a special diet. AM ACES provides a light breakfast such as fresh fruit, cold cereal and breakfast bars. White milk, fruit juice or water will be offered for a drink. PM ACES provides a light snack such as baked chips, granola bars and fruit juice or water.

Health and Illness

In order to protect all of the children and the staff, we request that if your child is ill, please do not send them to ACES. We adhere to the same health and illness guidelines that the school district follows. **PLEASE NOTE, STAFF HAS THE RIGHT TO REFUSE ADMITTANCE OF A CHILD WHO APPEARS TOO ILL TO ATTEND SCHOOL THAT DAY.** In the event that your child becomes ill while at ACES, staff will contact the parent or emergency contact and request that they come pick up the child.

Injuries

Children do play games outside or in the gym and injuries do incur. Our leaders are trained in first aid. In the event that your child is injured while at ACES, staff will contact the parent/guardian to inform you of the injury. In the event of serious injury or illness, it is the policy of the Park District to seek immediate medical attention for your child (ambulance) and then contact the parent.

Medication

If medication needs to be administered to your child while they are attending ACES, a licensed physician must provide written permission for our leader to do so. This must include specific directions for administering the medication. Written permission must be given by the parent/guardian as well. The medication needs to be in the original container and will be kept in a secure location.

Homework Policy

It is not ACES responsibility to ensure that any child does their homework. However, ACES will have a half hour of “quiet time” for those that need to do their homework. ACES staff is happy to remind and encourage your child to do their homework, but will not force them to do so.

Sign-In and Sign-Out Procedure

When you drop your child off in the morning, you will be required to sign your child in by his or her printed name with your signature and the time that you dropped your child off. When you arrive to pick your child up, you will again sign your name and the time that you picked your child up. If someone other than yourself is picking up your child, they will be required to sign your child out as well. All individuals picking up a child need to be prepared to present a valid driver’s license—including parents. We will ID throughout the school year, so always have your valid driver’s license with you for pick-up. Please understand this is for the safety of your child!

WE WILL NOT RELEASE ANY CHILD TO ANY INDIVIDUAL WHOM IS NOT ON THE CHILD’S DESIGNATED PICK-UP LIST AND WHO DOES NOT HAVE A VALID DRIVER’S LICENSE!

We will release your child only to the individuals noted on the information sheet completed at the time of

registration. If someone not listed on the information sheet will be picking your child up, please give us written permission to release your child to that individual. In the event of an emergency, please contact staff on the program cell phone to make them aware of the situation and who will be picking up your child.

Late Pick-Up Policy

In the event that you will be late, please contact the ACES program on the appropriate program cell phone to make them aware of the situation. Starting at 6:35pm You will be charged a \$1.00 per minute until you arrive.

Absences

If your child will not be attending ACES on a scheduled day, please call the program cell phone as well as your child's school, as soon as possible to advise them of your child's absence. If it is after business hours, please leave a voice mail message. **Please be aware that we do not credit accounts for days absent or transfer days from one week to another.**

Personal Items, Including Cell Phones

Personal cell phones, smart watches or any other electronic devices are NOT permitted at the ACES program. Should you need to get a hold of your child, please call the ACES program phone. ACES is not responsible for any LOST or STOLEN personal items that are brought to the program.

Pictures or Video

Talk to your children and instruct them to keep cell phones in their backpacks. Children do not understand that some children cannot be photographed/videotaped. For everyone's SAFETY children in our ACES program are not allowed to take Pictures or Videos! If a Picture or Video is taken NLCPD staff will instruct your child to delete the Picture or Video.

Discipline

Participants are expected to behave appropriately at all times. This is for the safety and enjoyment of all children and staff.

Appropriate behavior consists of:

1. Showing respect for all children and staff.
2. Following staff directions.
3. Refraining from using foul or abusive language.
4. Refraining from causing physical harm to other children, staff or to self.
5. Showing respect for all equipment, supplies and facilities. Any irreparable damage intentionally inflicted upon any property belonging to any of the schools or the New Lenox Community Park District will be billed to the responsible children's family.

In the event that the behavioral issues develop, the following discipline policy will apply:

STRIKE ONE - Written warning, parent signs form.

STRIKE TWO - Written warning, parent signs form, conference with Supervisor to talk about behavior modification.

STRIKE THREE - Dismissed from program, **no refund will be given.**

Additional rules may be developed for ACES as deemed necessary by staff.

Emergency School Closing

In the event that the school closes early due to an emergency situation, all children registered for ACES will go to the program location in their school as usual. Our program will still close at 6:30pm. When school is closed for the entire day, our ACES program will be held at Lions Community Center, Entry C, located at 1 Manor Drive from 6:30am-6:30pm for our Beyond the Bell program. **All children will need to bring their own lunch and drink.** The total fee for the day is \$40.

If the ACES program ever has to close due to severe weather, an email will go out to all ACES participants and it will be reflected on our website.

No credits will be given for school calendar changes or revisions due to unforeseen circumstances.

Registration is due by Thursday at 8:00am the week prior to attending.

Example:

School Starts on Wednesday, August 21.

Your child needs to be registered by Thursday, August 15 at 8:00am.

On Thursday at 8:01am you will incur a \$25 late fee.

Late Fees will not be Waived this Year, No Exceptions!

Please Register On-Time!

Price Per Day

ACES Price list	5 days	4 days	3 days	2 days	1 day
BEFORE SCHOOL	\$63	\$52	\$42	\$30	\$16
2nd child	\$58	\$48	\$39	\$28	\$15
Drop Off (One Day Only Per Week)					\$21
AFTER SCHOOL	\$73	\$61	\$48	\$34	\$18
2nd child	\$67	\$56	\$44	\$31	\$17
Drop Off (One Day Only Per Week)					\$23
½ Day Early Dismissal Upcharge					\$10
BEFORE & AFTER SCHOOL	\$109	\$90	\$72	\$51	\$27
2nd child	\$100	\$83	\$66	\$47	\$25
Drop Off (One Day Only Per Week)					\$30
½ Day Early Dismissal Upcharge					\$10