

Northbrook Park District



Adventure --- Campus

**Everything you need to know
for a safe and fun school year!**

2022-2023



Welcome to Adventure Campus!

We're looking forward to another excellent year at Adventure Campus, providing organized activities for children before and after classes at their schools.

Philosophy

Adventure Campus is dedicated to providing a safe and nurturing environment for children in grades K-5 before and after school. Students can enjoy enriching learning opportunities as well as engaging and fun activities within our program. Through individual successes and teamwork, students develop self-confidence and create lasting memories.

As always, we welcome your comments and suggestions. We are here to help children learn, gain self-confidence, make friends and have fun.

Families have told us:

"The program is great, I enjoy dropping my kids off each morning knowing that they are in good hands."

"The staff are great. They do a great job understanding and working with individual kids' needs."

"My child is always happy, safe and sound at the program. I don't need to worry about her while she is in Adventure Campus' care."

"The staff are friendly and engaging with the students and parents. They are approachable and take care of the kids well."

"My child enjoys Adventure Campus. It is a well-run program."

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Important Dates

| | |
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| August 8 | Parent Orientation, 5pm on Zoom |
| August 15 | Participant Information Due in ePACT |
| August 15 | Open House for enrolled students 5-6pm at their school |
| August 17 | First Day of Adventure Campus for Willowbrook and Wescott |
| August 18 | First Day of Adventure Campus for Winkelman, Hickory Point and Shabonee |

Contact Information

| | | |
|---|--------------|-----------------------------|
| Mary Mucci Recreation Supervisor | 847-291-2995 | mmucci@nbparks.org |
| Inclusion/NSSRA Liaison Nancy Eschker | 847-291-2995 | neschker@nbparks.org |
| Customer Service | 847-291-2995 | customerservice@nbparks.org |

Site Contact Information

Site specific drop off and pick up maps are provided on each school's Campus Chatter page located on nbparks.org. The site phones and emails are available for voicemails, texts, and emails at all times. Program staff will respond to messages and phone calls during program hours. Please use the following contact information to report any absences:

| Site | Cell Phone | Email |
|----------------------|-------------------|----------------------------|
| Hickory Point | 847-508-4637 | ACHickoryPoint@nbparks.org |
| Shabonee | 847-508-1077 | ACShabonee@nbparks.org |
| Wescott | 847-513-3613 | ACWescott@nbparks.org |
| Willowbrook | 847-521-0508 | ACWillowbrook@nbparks.org |
| Winkelman | 847-521-0538 | ACWinkelman@nbparks.org |

Participant Information

Due in ePACT Monday, August 15

Participants will not be allowed to attend Adventure Campus without the necessary information shared in ePACT. 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 any changes at program, an illness, injury, or larger scale emergency.

An email has been sent to your email address on file with us that includes a link to complete your emergency forms through ePACT. If you have not received this information, please email customerservice@nbparks.org.

Payment Information

Automated Payments – Required

If not paid in full, payments are made electronically through a checking/savings account or debit/credit card due 30 days prior to the following month. There is no proration. A detailed payment plan was printed on your receipt at time of registration. Contact Customer Service for specific questions.

A \$25 late fee will be applied if payment is not received 30 days prior to the month. Any payment returned for non-sufficient funds will incur a fee of \$15 in addition to the late fee.

Adventure Campus Site Rules

Each site will have site specific rules in addition to these Adventure Campus rules. Please review all rules with your child:

1. Show respect to staff, children and supplies
2. Keep your hands and feet to yourself
3. Follow the staff instructions
4. Inform a staff before leaving the room for an activity or the bathroom
5. Use your indoor voice and appropriate language
6. Clean up snacks and games when you are finished
7. No electronics, toys, candy or gum from home

Code of Conduct

Behavior

Participants are expected to exhibit appropriate behavior at all times. Our guidelines help ensure that programs are safe and enjoyable for everyone. We expect participants, parents and volunteers to:

- Respect staff, volunteers and other participants
- Show respect for equipment, supplies and facilities
- Cooperate, participate positively and follow the rules

Discipline

Staff will use a direct, positive and progressive approach to discipline to help children develop self-control and learn to assume responsibility for their actions. We use positive statements and reinforcement to redirect negative behavior. Adventure Campus staff will discipline children as necessary and notify their parents. We reserve the right to dismiss any participant whose behavior endangers safety, violates the Code of Conduct or negatively impacts a program or facility.

We evaluate each situation independently and document inappropriate behaviors. Staff will discuss negative behavior with the child and parent or guardian. Recurring or severe behavior problems may lead to suspension or dismissal from the program at the discretion of the Supervisor. Please review this information with your child.

Parent Communication with Other Children

Please bring all concerns regarding conduct and behavior to the Adventure Campus Site Director or Recreation Supervisor. Adventure Campus staff will manage participant conduct and behavior.

Participants with Special Needs/NSSRA

Please inform the Park District about any medical condition or special need that requires staff attention. If a child has an aide or companion during the school day, the Park District recommends the same for Adventure Campus participation. Northbrook Park District works closely with the Northern Suburban Special Recreation Association (NSSRA) to ensure that participants with special needs receive proper attention. If you wish to discuss support options, call NSSRA Liaison Nancy Eschker at 847-291-2995.

Staff

Counselors and Site Directors go through extensive training prior to the beginning of the school year. During trainings, topics covered include safety, child accountability, supervision, first aid, bullying, appropriate discipline,

emergency situations and customer service. All staff attend an annual Risk Management training and are CPR and AED certified. All staff are required to attend monthly trainings throughout the school year. In addition, staff are trained in concussion recognition. All program staff are mandated reporters and required by law to report suspected abuse and neglect.

Campus Chatter

Campus Chatter is located on the Northbrook Park District website, nbparks.org, and contains monthly newsletters, calendars, and pictures. This is a great place to see the different activities occurring at the program as well as become updated on important information including School's Out Fun dates, site reminders and more. Bookmark your child's site page and stay connected:

nbparks.org/hickory-point

nbparks.org/willowbrook

nbparks.org/shabonee

nbparks.org/winkelman

nbparks.org/wescott

Daily Schedule

Each site schedule varies slightly, but all sites will include:

- Attendance
- Nut-free snack provided by Adventure Campus
- Quiet time for homework, reading and/or drawing
- Interactive activity, based on weekly theme or enrichment project
- Organized activities in the gym or outside, depending on weather

Adventure Campus staff will check participant's homework for completion, but not accuracy. Virtual homework may be completed on a tablet/computer, but they must be put away when homework is finished. No electronic devices, including but not limited to, games, toys, tablets and cell phones, should be brought to Adventure Campus in order to limit the likelihood of valuable items being lost, stolen or broken. If these items are brought, they will be asked to be put away in the child's bag or secure space until the end of the program. If these items remain a distraction to participants, parents/guardians will be notified and additional disciplinary action may be taken. Special circumstances require approval by the Recreation Supervisor. Parents are requested to use the phone number for the Site Director listed on page 4, should you need to reach a child during program hours.

Children need to have appropriate clothing for the weather (jackets, hats and gloves). Adventure Campus will have activities outside if the weather permits. Children are required to have proper footwear to participate in athletic or active games and activities.

Drop-Off and Pickup

Please visit Campus Chatter for your specific site pick up and drop off procedures. For morning care, please call the site phone (phone number listed on page 4) then walk your child to their designated drop-off door (map on Campus Chatter). For after care, please call the site phone (phone number listed on page 4) and go to the designated pick-up door (site map on Campus Chatter). Adventure Campus requires the person picking up be listed in ePACT to ensure safety. If the person picking up the child is not listed, we will not allow the child to leave. If you need to adjust your ePACT account, do so at least 24 hours in advance. We cannot accept verbal permission. During pick up, be prepared to show your ID. Staff will ask for a photo ID during pick up until they become familiar with you. We cannot allow children to leave unless we see a valid ID when requested.

Absences

Please contact both the school and your Site Director if a child will be absent. Reporting an absence to the school office does not guarantee that Adventure Campus is notified. The phone numbers and emails are listed on page 4 of this handbook. Parents should let their school know if their child will not be attending Adventure Campus.

Snacks

Morning care serves a nut-free breakfast snack and afternoon care serves a nut-free snack. Snacks are not typically kosher. If your child requires more than a light snack or has dietary restrictions, you may provide your own snacks for your child during the program. If your child has food allergies, complete the Allergy Form and Medication Dispensing Form (if applicable) in ePACT and notify the staff. All children are welcome to bring nut-free food to the program for either morning or afternoon care.

Personal Belongings

All personal belongings and clothing should be labeled with your child's name for easy identification. Adventure Campus maintains lost and found items at each site. If a child has lost an item, talk to the Site Director, and we will return it if located.

Children should not bring toys, cell phones or sports equipment to Adventure Campus. Staff will not be held responsible for lost or stolen items. In addition, staff can refuse to allow items that could be dangerous or disrupt daily activities.

After-School Clubs and Activities

If your child is taking part in an extracurricular activity, it is your responsibility to notify the Site Director in writing. The adult in charge of the activity is responsible for bringing your child to Adventure Campus and checking the child in for the day when the after-school program is complete.

Late Pickup Policy

Adults who arrive after 6pm to pick up a child are charged a \$10 late fee for every 10 minutes (or portion thereof). If a child is not picked up by 6:15pm, the staff will call the additional contacts listed in ePACT. If the child is not picked up by 6:30pm, the Park District may call Northbrook Police and release custody/responsibility of the child. Three late pickups will result in suspension from the program.

Schedule Changes

Any changes in the amount of days attending or the specific days of the week requires prior approval. Not all requested changes will be approved due to site capacity. Contact Customer Service for details. Each schedule change is subject to a \$25 service fee per transaction, per child. If a schedule change has been approved, please update your child's teacher/school about the change.

Withdrawal Policy

Withdrawals are subject to an administrative fee of 10% of the remaining balance owed to the program. Future payments will be stopped and refunds will not be issued. All withdrawal requests must be made prior to an automatic payment. Re-enrollment in the program is dependent on availability at the site.

Emergency School Closings

If a school has an emergency closing, the Park District will cancel the Adventure Campus program at that location. For a midday closing, Adventure Campus will be canceled for the afternoon. For a late start, Adventure Campus will be closed in the morning. If a parent or guardian cannot be reached, the Park District will call the additional contacts listed in ePACT.

Tax Credit Letters

Tax credit letters are available by request in January. The Northbrook Park District FEIN (Federal Employer Identification Number) is 36-6006018.

Medication

If a child requires medication, the parent/guardian should do the following:

- Fill out the Permission to Dispense Oral Medication Form and, if applicable, the Food Allergy Action Plan Form in ePACT
- Communicate the need to the Site Director
- Send medication in original container with prescription label (includes: name, dosage, etc.) Epi-pens and Avi-Q require the Permission to Dispense Medication form to be on file in ePACT.

Medical Emergencies

If your child is injured and requires more than basic first aid, we will take the following steps:

- Call the paramedics. If necessary, paramedics will transport an injured child to the nearest hospital, accompanied by an Adventure Campus staff member.
- Contact the parent/guardian. If you are unavailable, we will call the emergency contacts listed in ePACT.

Parents/guardians will be responsible for emergency medical charges for all services rendered. Your authorization for the program staff to secure emergency medical care for your child and your commitment for such payment are part of your registration agreement.

Illnesses

Parents will be notified if a child becomes ill during program hours.

Adventure Campus staff will request that the child be picked up from the program as soon as possible. If the parent is unavailable, staff will call those authorized to pick up. If your child is absent from school due to illness, they may not attend Adventure Campus for that day. Children must be symptom-free for 24 hours before returning to the program.

COVID-19

Northbrook Park District continues to monitor and follow the guidelines provided by the Centers for Disease Control and Prevention (CDC), the State of Illinois and Cook County. The Park District recognizes the importance of recreation for overall physical and mental health and will continue to offer as many services as possible for the community while following safety guidelines.

Early Dismissal Days – District 30

(Noted in **yellow** on District calendars – available on Campus Chatter)

Children enrolled in Adventure Campus are welcome to attend Early Dismissal Days at their school. Children must be enrolled for the specific day of the week to be eligible for care. Special activities and entertainment are planned for these days. Staff will assume that children who have the specific day of the week in their schedule will be attending for the day. Inform your Site Director if your child will be absent that day.

School's Out Fun – Registration Required

(Noted in **blue** on District calendars – available on Campus Chatter)

For any day classes are not in session for Institute Days, Conferences or Holidays, the Northbrook Park District will offer School's Out Fun.

Pre-registration is required. Additional fees apply. These dates (subject to change) are noted in blue on the District calendars on Campus Chatter.

The registration deadline is one week prior to the program date. Register early to avoid cancelation! Registrations received after the deadline will be reviewed on a case-by-case basis. Registration will close two business days prior to the program date. Cancellations are subject to the Northbrook Park District Refund Policy.

No Program Dates

(Noted in **red** on District calendars – available on Campus Chatter)

Adventure Campus and School's Out Fun will not be held on the following dates:

Monday, September 5

Wednesday, November 23

Thursday, November 24

Friday, November 25

Friday, December 23

Friday, December 30

Monday, May 29

Winter and Spring Break Escapes

(Noted in **blue** on District calendars – available on Campus Chatter)

Unless otherwise noted, the Northbrook Park District provides supervised activities on most school holidays for an additional fee. School's Out Fun, School's Out Sports Fun, Winter/Spring Break Escapes and Winter/Spring Break Multi-Sports Camp are open to the public.

Winter Break Escapes 2022–2023 Schedule

| | |
|-------------------------------|---|
| Monday, December 19 | Pinstripes – Northbrook |
| Tuesday, December 20 | <i>Wizard of Oz</i> at Marriott Theatre |
| Wednesday, December 21 | Enchanted Castle – Lombard |
| Thursday, December 22 | Chuck E. Cheese – Arlington Heights |
| Monday, December 26 | In House – Hot Shots Sports |
| Tuesday, December 27 | Wheeling Aquatic Center |
| Wednesday, December 28 | Bowlero – Buffalo Grove |
| Thursday, December 29 | Funtopia – Glenview |

The Northbrook Park District also offers a Skate and Dance Camp, Hockey Training Academy (not eligible for PM Care), for Winter and Spring Break. Check out nbparks.org for details and registration information.



nbparks.org



Northbrook
Park District



@nb_parks



nb_parks