



Veterans Park District After School Care Parent Handbook 2018-2019



Veterans Park District After School Care

Grant Park
44 Golfview Drive
Northlake, IL 60164
708-343-5270

Director of Early Childhood and Youth Programming
708-731-5290



Mission Statement: Veterans Park District is committed to enhancing the quality of life of our residents by offering the best in recreational and leisure services. We are dedicated to provide a safe environment where all children develop socially, physically, intellectually, and emotionally.

Program Philosophy

Veterans Park District's After School Care program is one that promotes a positive learning environment in a recreational setting. Learning through play has a lasting impact on individuals.

Dear Parent(s)/Guardian(s),

We would like to take this opportunity to welcome you and your family to our After School Care program. We are excited that you will be joining the children and families of the Veterans Park After School Care program and appreciate those returning for another school year.

Our After School Care program offers an extended day from school and we are dedicated in providing quality care in a safe and nurturing environment. The program also helps school aged children build peer relationships and engages them in activities to promote growth and development. Afterschool programs have been known to boost academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents.

The After School Care program at Veterans Park District offers the ideal environment for you and your school age child. It is our privilege to be a part of your child's education and to prepare them for their future learning experiences. We are committed in providing the tools necessary for every child to reach their potential and discover their creativity and talents.

The after school staff is readily available to provide support for all our families. We would like to thank you for giving us the opportunity to be a part of your child's journey!

The purpose of this handbook is to share information and ideas with parents to promote understanding of our After School Care program and foster a spirit of cooperation between parents and staff. We hope you will find it useful as an orientation to our school.

Sincerely yours,

Veterans Park District After School Care Staff and
Director of Early Childhood and Youth Programming

SERVICES AVAILABLE

The purpose of this Handbook is to provide guidelines and inform parents of our recreational After School Care program for children K through 5th grade at Veterans Park District. This Parent Handbook supersedes any policies, procedures, or guidelines that have come before it. The parent/guardian will be held responsible to follow the rules, regulations and guidelines in this handbook. There will be no exceptions to the rules in this handbook. The following rules, regulations and guidelines are for the safety of your child and to ensure that the After School Care program runs efficiently.

STAFF

All Veterans Park District After School Care staff meets or exceeds the licensing requirements set by DCFS. Staff are chosen on the basis of their educational professionalism. School Age Workers require a high school diploma, must be at least 19 years of age and have either: 30 semester hours of credit from an accredited college or university with six semester hours related to school age child care, child development, elementary education, physical education, recreation, camping, or other related fields; or has 1560 clock hours of experience and six semester hours related to areas noted above; or has 3120 clock hours of relevant experience. All School Age Assistants must have a high school diploma or GED and be at least 5 years older than the oldest child in the program group. Many of our assistants are enrolled in college or have experience in or related to child care and development. All lead and support staff are certified in First Aid and CPR and participate in regular training to update and enhance their skills. Veterans Park District After School program supports the professional development of the staff by offering a variety of training options. Our staff is required to be certified in CPR, First Aid and AED.

AFTER SCHOOL CARE CONTACT INFORMATION

The following contact information for the after school care program is as follows:

<u>Location</u>	<u>Address</u>	<u>Phone Number</u>
Grant Park After School Care Program	44 Golfview Drive, Northlake, IL 60164	(708) 343-5270

If you have any questions or concerns about the After School Care Program, please contact the Director of Early Childhood and Youth Programming at 708-731-5290.

AFTER SCHOOL PROGRAM SCHEDULES

Our After School Care program is held Monday through Friday from 3:30pm-6:00pm. Children may be picked up any time during program hours, but no later than 6:00pm.

The Veterans Park After School Care accepts children grades Kindergarten through 5th (only full day or afternoon Kindergarten children may register) Children enrolled in the After School Care program may attend according to their elementary school schedule and transportation is provided from their school district to Grant Park.

Please Note: Half Day Care and Early Dismissal pickup is available on school institute days. An additional charge is applicable for these services. Please check with the After School Director for the fee schedule and reservation information.

REGISTRATION REQUIREMENTS

Parents must read, sign, and date **all forms** in their entirety in the after school care application before a child is allowed to register. The following checklist is due at registration for your child to be admitted to the after school care program.

- Completed After School Care Application
- Child's Birth Certificate
- Medical Form: An Illinois Certificate of Child Health Examination from Kindergarten must be completed. Current immunizations, TB and Lead test is required. Parents must complete the Health History and sign the statement giving permission for information to be shared with appropriate personnel for health and educational purposes.
- An I.D with your current address or a bill with your name and address
- All forms must be handed in by the required date or your child will not be able to begin after school care. We require 2 business days after registration is complete for your child to begin.

Please Note: Once your child is registered, it is the responsibility of the parent to inform their child's school that they will be attending the After School Care program at Veterans Park District. Parents should also inform the school of the scheduled days your child will be attending after school care. Veterans Park District will send a monthly roster to the school and if your child is NOT on the list, the school will not release your child to our staff.

Initial registration and payment must be made in person at Grant Park Recreation Center. Once a class is filled, a waiting list will be established. Students on the wait list will then be contacted to fill any openings. After School Registration Offices Contact Information:

Grant Park (708) 343-5270
44 W. Golfview Drive
Northlake, IL

Leoni Complex (708) 716-4822
800 N. 17th Ave.
Melrose Park, IL

Hours vary by location, please call in advance

DAILY SIGN-OUT PROCEDURES

All after school children arrive and depart through the designated Grant Park Recreation Center entrance. PLEASE SIGN-OUT your child utilizing the sign-in and sign-out sheets posted in the classroom or with the after school staff. The authorized pick-up list must be current with correct contact information and phone numbers. We ask that when you enter the Grant Park Recreation Center for pickup to follow these safety guidelines:

1. Enter through the designated entrance.
2. Walk to your child's program room; check his/her file folder for important information.
3. Sign your child out.
4. Acknowledge to the staff you have arrived and will be leaving with your child.
5. Supervise your child to the car.

Emergencies

The Veterans Park District understands that emergencies occur. However, it is **essential** that the After School program be immediately informed if you are unable to pick up your child on time. A phone call will help alleviate any anxiety your child may have, and our staff may be able to assist by calling someone from your pick-up list to come and get your child for you.

Please note: It is extremely important that emergency contact information for your child always be current.

AUTHORIZED PICK-UP PROCEDURES

Your child can be released only to adults designated by you on the Authorized Pick-Up list. Persons not known to the staff will be required to provide a current and valid photo ID (driver's license, state issued ID or other form of photo ID to establish identity) at the time of pickup. If someone other than those authorized must pick up your child for any reason, we must be notified **in writing** from the parent/guardian listed on the after school application. The note from the parent/guardian must include the following information: The adult's full name, address as it appears on their photo ID and signed permission to allow this person to pick up their child.

Please Note: Veterans Park District After School Care program will NOT release a child without a written note or speaking directly to the parent/guardian.

ABSENCES

If your child will not be attending the after school program, you **must** call the Administration Office at (708) 343-5270 by 2:00 p.m. so that we may inform the After School Care Staff of the child's absence for that given day.

If a child does not arrive at Veterans Park District when scheduled for after school, the staff will make attempts to contact that child's parent inquiring as to his/her whereabouts. If an immediate family member cannot be reached, the staff will contact the child's elementary school to determine whether the child attended school on that day. If the school verifies the child was in school, the local Police Department will be called in for assistance.

HALF DAY CARE/EARLY DISMISSAL RESERVATION FORMS

We require parents to complete a monthly reservation form for half day care and early dismissal pickup. When you reserve days in advance and turn in your forms in a timely manner we are able to plan staff coverage.

- Please make sure you read and complete each month's reservation form; each elementary school has its own unique schedule.
- Your account will be billed during the week in which half day care/early dismissal is provided. (Rates are available at the front desk)
- If we did not receive a reservation for your child and do not have the necessary staff, your child will not be able to receive care for that day.
- If we can accommodate you without a reservation a \$10.00 late reservation will be applied to your account.
- If your child does not attend a day you have reserved, you will be charged \$5.00.
- On Half-Days and Early Dismissals, parents are to provide a bagged lunch. The bagged lunches must be PEANUT FREE, and no soda/pop is allowed.

CONFIDENTIALITY

Veterans Park District After School Care program respects the right of each family to privacy and confidentiality regarding all health, behavioral and developmental records and information concerning their child. All staff must maintain in confidence all information relating to a child and/or family or situation relating to a child and/or family other than with an appropriate individual (i.e. ASC director, recreation supervisor or other staff) If your child is involved in an incident with another child, we will not reveal your child's identity to the parents of the other child without your prior written consent, except as required law.

RELEASE OF PERSONAL INFORMATION

The Veterans Park District After School Care program will not release information about your child to any person, organization or agency without a signed, written consent from the parent/guardian, unless otherwise required by law. Please see After School Director for forms

COMMUNICATION

Open-Door Procedure: The After School Care program at Veterans Park District has an open-door procedure, in which parents are encouraged to visit their children at any time of the day. Please refer to your child's program room's daily schedule to select the best time for your visit, depending on what it is you wish to observe. We also welcome parents to ask questions at any time and if there are any concerns or issues to please speak with the After School Director. Because we take parents' concerns seriously, the staff and director will work together to create a plan to address your concerns. We will be happy to schedule an appointment for a meeting or phone conference.

Go Paperless: Veterans Park District After School program will be moving to a paperless form of communication, so it is very important to provide us with your **current email address** at all times. Information such as snack menus, closed days, tuition reminders, etc., will be emailed to the parent/guardian periodically. Please make sure you inform staff if you are not receiving any correspondence or if there are any changes to your email address.

Parent Board: Parent Center Boards are intended as a way of communication to keep you informed, please check them daily. They are located at the entrance of each classroom. Parent Boards include menus for snack, the class schedule, school calendar and any other notices for parents.

Snack Menus: Our After School Care program provides snack for all children. Monthly snack menus will be emailed and posted on the Parent Board.

Parent Input: Parents are also encouraged to share concerns, questions, thoughts or ideas at any time with the staff or after school director. Please speak with your child's teacher or after school director to discuss any questions or concerns. We will also distribute evaluations for parents to make recommendations and evaluate our program. We always welcome any ways to improve our program.

PERSONAL BELONGINGS/VALUABLES

Personal belonging and valuables including, but not limited to, guns, toys, handheld electronic video games, money, valuable jewelry, expensive clothing and shoes etc. are not allowed inside the preschool classroom. Trading cards (Pokémon, Baseball, etc.) of any kind are not allowed.

Please note: The Veterans Park District After School Care program does not accept any responsibility for any child's item that is lost., broken, misplaced, stolen or loaned to other children and/or staff.

CELL PHONES

Children must keep cell phones turned off and in their backpacks. Parents can reach children by calling the Grant Park Recreation Center at (708)343-5270.

TUITION INSTRUCTIONS

- Tuition payments are due monthly on **last service day of the month, one month in advance**. The same monthly payment due dates also apply to families receiving assistance from Action for Children. If a payment is due during a Holiday Break, check to see which park locations are open for payment or you may pay before the break begins. See due dates for the school year below.
- Payments can be made in advance, however if a payment is late, **an additional \$30.00 per child** will be assessed every week payment is not made.
- A child will be placed on Pause (see pause procedure below) after **2 weeks** of non-payment, unless a payment plan is approved by the After School Director and Executive Director.
- NO credit/refund is not given for absences, holidays, emergency closings, vacations taken by families, moving out of the area, weather, days missed due to illness or discontinuing in the middle of the school year. There are no tuition refunds given for partial attendance.
- Payments can be made with Cash, Check or Money Order (made out to **Veterans Park District ONLY**). We also accept Visa, MasterCard, AmEx or Discover.
- You may stop by any of the Veterans Park registration offices (see Registration Requirements section) to pay in person or call to pay over the phone. **It is strongly suggested you call before stopping in as hours and days open can vary per location.**

The tuition due dates for the **2018-2019** school year will be as follows:

August Tuition	DUE AT REGISTRATION
September Tuition	Due by Friday August 31
October Tuition	Due by Friday September 28
November Tuition	Due by Wednesday October 31
December Tuition	Due by Friday November 30
January Tuition	Due by Friday December 28 (park open for payments)
February Tuition	Due by Thursday January 31
March Tuition	Due by Thursday February 28
April Tuition	Due by Friday March 29
May Tuition	Due by Tuesday April 30
June Tuition	Due by Friday, May 31

LATE PAYMENTS

A **\$30.00** per child late charge will be applied to tuition every week payment is not made. Please make sure you make payments by the due dates and that you receive a receipt.

LATE PICK-UP

It is important you or your designated pick-up person be on time. Parents/guardians/designee who is late picking up their child/children will be charged \$5.00 for the first 10 minutes beginning at 6:00pm and \$2.00 for each additional minute.

If you are running late, please notify your child's teacher by calling the Grant Park Recreation Center at (708)343-5270. If no call is received, the teachers will call the child's parents and if no contact is made, we will proceed with those on the emergency list. If within 45 minutes the after school care staff does not get in contact with a parent/guardian or persons on the emergency list, outside authorities such as, the child abuse hotline, police, and so forth will be contacted.

Please Note: The Veterans Park District After School Care program reserves the right to suspend, refuse or discontinue service to any family with *three or more* late pick-ups within a one month period.

PAUSE PROCEDURE

A child will be placed on pause after **2 weeks** of non-payment, unless a payment plan is approved by the After School Director and Executive Director. After a child is paused from the program, full tuition payment is required up to the last day the child attended, including any late fees accrued. It is at the discretion of the After School Director and Executive Director to reinstate a child after a Pause procedure has occurred and full payment has been made. Please make sure you receive receipts of all your payments and late fees for you records. There is NO credit given for school holidays, power outages, vacations taken by families, moving out of the area, weather, days missed due to illness or discontinuing in the middle of the school year. There are no tuition refunds given for partial attendance.

Any family who has an unpaid balance will not be allowed to attend the upcoming school year or register for any park programs in the future (this includes ALL family members in the household).

ACTION FOR CHILDREN CLIENTS

The Veterans Park District After School Care program accepts subsidy payments from the state. To determine eligibility the parent is instructed to call Action for Children and inquire about the program and obtain the proper paperwork. It is the state's determination whether a family is approved for subsidy (by income qualifications). Regular tuition rates and payments are required until a valid approval letter is sent to the after school program. If approved, we require the parent to pay the difference between what the state pays and what Veterans Park District charges for tuition. This will be different than the determined "parent co-payment" issued by the state. The amount owed will differ from month to month based on the amount of service days in each month. The after school program distributes the monthly charges at least one week prior to the beginning of a new month. Any questions can be forwarded to the after school director. All clients, including subsidy clients, are subject to late fees for past due tuition. For rate information, please call the preschool office.

DISCONTINUING FROM PROGRAM

Should at any time, you need to discontinue from the program please contact the After School Director. We require a 2 week WRITTEN notice given to your child's teacher or emailed to the director. This will allow us to transition the child out of the program properly. If notification of withdrawal is not given, billing will continue. If you would like to return to the program after withdrawing and space is still available, you must wait 6 weeks after your child's last day and re-register with a \$50 registration fee and first month's tuition.

ILLNESS PROCEDURES

In an effort to maintain a safe environment and to keep all children healthy and free from contagious disease, we request assistance from parents on the following:

- All children attending the After School Care program must be in good health. If symptoms of illness are present at home, you should not bring your child to school.
- Please notify the after school program when your child is ill, so we can be alert to similar symptoms in other children. Contact the Grant Park Recreation center and leave a voicemail or message for your child's teacher.
- Children may be sent home for the following symptoms or conditions and a physician's note may be necessary to return to the program:
 - Fever with a temperature of 99 degrees or higher or change in behavior (Must be fever free for 24 hours to return).
 - Loose stools (diarrhea) with two or more episodes.
 - Vomiting with two or more episodes within the last 24 hours.
 - Conjunctivitis (pink eye) with discharge
 - Rash (sometimes) associated with other signs of illness.
 - A specific contagious disease such as whooping cough, strep throat, scabies, chicken pox, mumps, measles, ringworm, impetigo, scarlet fever, etc.
 - Head Lice
 - A child who has received stitches
 - A child who has a broken bone
 - A child underwent surgery of any sort or who has injured his/her teeth.
 - Any illness, which prevents the child from participating comfortably in preschool activities.
- The after school program will notify all families in writing of any illness that may be present in their child's classroom. We will specify the date of illness, symptoms to watch for and the incubation period.

FIRST AID

If a child incurs minor cuts, bumps, bruises, scrapes, etc., the staff will administer basic first aid and completes an accident report. Basic first aid procedures consist of soap, water, band-aids and ice packs only. All staff in the after school program is certified in First Aid/CPR/AED.

Any topical product such as sunscreen or insect repellent, requires a consent form signed by the parent.

MEDICATION

The After School Care program only administers medication for life maintenance purposes, such as an epi-pen for a specific allergic reaction or an inhaler for asthmatic. The following is required for medications:

- A written physician note confirming such condition with details including proper dispensing of the medication, schedule, directions for administering the medication and possible side effects should be noted.
- A Medication Permission Form must be signed by parent and will remain confidential in the child's file.
- Depending on the child's medical condition and type of medication, parents may be required to participate in a meeting to train the teachers on proper administration of the medication.
- Medications must be in its original container and clearly labeled with the child's first and last name, name of the clinician, expiration date, and manufacturer's instructions.
- Medications that are vital to a child's health, such as asthma inhaler or epi-pen for severe allergic reactions are kept in the classroom secured in the first aid bag, in a locked cabinet or a lockbox in the refrigerator if necessary. Medications can only be administered by the staff in amounts and at times listed on the labels.
- Staff will keep a medication log detailing date and times that the medication was administered.
- ***Please Note:*** All other medications will not be administered by staff, which includes all over the counter medication as well as prescription antibiotics. Please consult with your physician regarding alternative medications, such as 12-hour antibiotics or suspension liquids that do not have to be taken during after school hours.

FOOD & NUTRITION

All children enrolled in the After School Care program will receive an afternoon snack. Each snack is served with juice or 1% milk.

If your child cannot have the provided afternoon snack, they cannot bring in any outside food unless there is a Medical Exception Statement for Food Substitution form filled out and signed by your physician (see after school director for form.) The physician note must state a legitimate reason as to why the child cannot have the snack served by the after school program. An alternate food must be provided by the parent and clearly labeled with the child's name and cannot be shared with other children. It is important that you inform your child's teacher if your child suffers from a food allergy.

On Half-Days and Early Dismissals, parents are to provide a bagged lunch. The bagged lunches must be PEANUT FREE, and no soda is allowed.

CHILDREN WITH ALLERGIES

If your child has an allergy, please inform the teachers and director. A Medical Exception Statement for Food Substitution form must be signed by your child's physician before an alternative food or beverage can be brought from home. Reasonable accommodations will be made to maintain areas used by children who have allergies to dust mites or to furnishings or supplies according to the recommendations of health care professional. If it is determined that the child cannot successfully participate in the program without altering the essentials of the program, the parents will be advised, and appropriate referrals will be made.

Please Note: Veterans Park District is a PEANUT SAFE ZONE. We do not serve peanuts and peanut products are not allowed into the program. It should be recognized that this will reduce but not eliminate the risk of accidental exposure.

BIRTHDAY CELEBRATIONS

In consideration of our after school participants with food allergies or sensitivities and to support the fight against childhood obesity, we ask that all in-class birthday celebrations be non-edible. We will celebrate your child's special day with a birthday crown, poster, and/or special card and the group will sing the "Happy Birthday" song. Optional non-edible birthday celebration suggestions: donate a favorite book to the classroom with your child's name inside; donate an educational game or toy to the classroom; or send bubbles, stickers, pencils, erasers or party favors.

Please note: Any cakes, cookies, or candies will not be accepted for distribution in the classroom and will be returned to the parent.

AFTER SCHOOL CARE BEHAVIOR POLICY

After School Care plays a role in communicating to children how to treat peers and adults with respect as well as helping build social skills. There may be times when children may not behave properly. For example: having difficulties sharing, disrupting activities, speaking disrespectfully to an adult, physical contact, etc. Therefore, our behavior policy is as follows:

The After School Care Staff will explain to the child one on one why their behavior(s) is/are not accepted then **warn** the child that if the behavior(s) is/are demonstrated again they will have to sit out. Report #1 will be written, and parent will sign.

If the child repeats behavior(s) or does not follow the After School Care rules again they will be placed on time out. (One minute per year). Report# 2 will be written, parent will sign.

If behavior(s) is/are repeated or child does not follow After School Care rules after the time out, a-behavior report will be written and the parent/guardian will be notified of their child's behavior.

After three Behavior reports are made the parent/guardian will attend a mandatory meeting with the After School Care Director and Counselors to discuss the behavior(s).

If the inappropriate behavior(s) continue(s) after the mandatory meeting, resulting in one(1) more behavior reports being written the 4th behavior report, the child **will be paused from After School Care Program for the length of up to 3 days**, , at the discretion of the After School Care Director and Director of Recreation.

The child will be allowed back once a Behavior Plan has been drafted by the After School Care Director and approved by the Director of Recreation or Executive Director, in the absence of the Director of Recreation.

If the inappropriate behavior(s) continue(s), resulting in one more behavior report, 5th behavior report, being written, the child will be **terminated** from the Program at the discretion of the Executive Director.

*If a child poses a direct threat to the health and safety of other children, staff or him/herself the parent of the child and the local police will be notified immediately. **Termination will be put into immediate effect**, at the discretion of the Director of Recreation and/or Executive Director.

PEST CONTROL

Pest Control will be performed by a licensed pest control technician employed by the Illinois Department of Public Health on an as needed basis. If pest control is needed, notifications will be displayed at least 2 days in advance. Children will not be present at the time of pesticide applications.

INSURANCE

Veterans Park District carries Legal Liability Insurance in the amount of \$8,000,000 per each occurrence

PROVISIONS FOR EMERGENCIES

By signing and agreeing to the Emergency Care Release in the After School Care Application you hereby authorize the Veterans Park District, their employees and agents to provide emergency medical assistance or to arrange for and consent to on your behalf immediate medical treatment by a licensed or certified physician or other medical personnel for your child whenever the authorized Park District personnel believes such emergency medical assistance is necessary to protect the health, safety and welfare of your child. Please be sure you provide us with accurate and all information regarding your child's medical needs and health conditions. In case of a non-medical emergency the after school staff will contact parents/guardians. In case parents/guardians cannot be contacted, the Emergency Contacts persons will be contacted. **Please update phone numbers and emergency contacts by notifying the after school director.**

The school age children will use all the play equipment and participate in all the activities of the after school care program. By signing the policy in the registration packet, you grant permission for your child to leave the after school/park grounds under supervision of after school staff members for a neighborhood walk and visit.

CHILD ABUSE & NEGLECT POLICY

All Veterans Park District staff, regardless of position, are mandated reporters of any suspected child abuse and/ or neglect; in accordance with Illinois state law. The after school care program is required to have a written policy indicating compliance with the law. A child is considered neglected if he or she is not provided with adequate food, clothing, medical attention or protection. If any of these conditions are suspected, the after school program is required to file a report with DCFS. It is not the place of staff to determine if a child is or is not being abused and/ or neglected, but rather only to report the suspected abuse and/ or neglect to the proper authorities. Failure to report any suspected child abuse and/ or neglect can result in criminal charges being brought up against the after school program and any involved staff members. If any staff member observes signs of suspected abuse and/ or neglect, the staff person must indicate this in a written observation and immediately report the findings to the administrative staff. A staff member will seek to inform the parent/ guardian of the situation and try to secure cooperation when a report must be filed to DCFS. The parent or guardian's explanation of the child's situation will be recorded along with the staff member's observation. The observation will be immediately reported to DCFS with or without parent involvement. If a parent or family refuses to talk with the staff about the child's situation, or a child does not attend school after inquiries have been made, an additional report to DCFS will be made.

IMPORTANT: If a parent shares with the staff his/her concern that he/she may be abusing their child, the staff will work to help the parent receive the appropriate services and will support the family in reporting the situation to DCFS.

PHOTOGRAPH AND VIDEO USE

Photographs and video footage are periodically taken by Veterans Park District Staff or contracted photographers of persons, including children, participating in Veterans Park District programs, activities, attending Park District classes and events, or using District facilities or property. It shall be the policy of the Park District that by registering oneself or by registering one's child for a program, class, or participation in an activity, attending an event, or using Park District facilities or property, the participant expressly authorizes the Park District to use photographs and video footage of that person(s) for promotional purposes in District publications, advertising, marketing materials, brochures, event flyers, the Park District's website and social media (including Facebook, YouTube, Instagram, Twitter, and other social media sites that may be operated or utilized by the District), without additional notice or permission of those persons and without any compensation. All photographs and videos shall be the property of Veterans Park District. Photographs and videos of children, including preschool children, shall not include the child's first and last name with the express consent of the child's parent or guardian. Photographs and videos shall never be taken in bathrooms or changing areas. Persons not wanted to be photographed or videotaped, or not wanting their children to be photographed or videotaped, must inform the photographer, videographer, instructor or other Park District staff member of their desire not to be photographed or videotaped.

Notification of the Park District Photograph and Video Policy and participant's consent shall be included in all Veterans Park District brochures.

For the safety and protection of the children, each classroom is equipped with and utilizes surveillance cameras.

STATEMENT OF UNDERSTANDING

At the time of enrollment, you must sign a statement of understanding indicating your intent to read and adhere to all policies in the parent handbook, and any subsequent amendments. From time to time policies are reviewed, added or changed. If so, the change will be issued to all families to attach to their existing handbook.