Games Arts / Crafts
Movies Playground Time Friends
Gym Activities Fun

## Before and After School

# CARE Program Parent Handbook







**Sugar Grove Park District**

**School Year 2026-2027**

**sgparks.org/care**

SUGAR GROVE PARK DISTRICT

(Rev 04/2026)

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**PROGRAM OVERVIEW**

**FAMILY ELIGIBILTY**

**PROGRAM HOURS**

**SCHOOL-YEAR ENROLLMENT**

## PROGRAM OVERVIEW

Welcome to the Sugar Grove Park District Before and After School CARE Program! CARE is a place where children can come to be active, be with friends, have good experiences, be independent, learn new things, and just have a great time in a supervised and safe environment. Our program includes sports, arts and crafts, games, reading, storytelling, music, videos, and homework time.

This parent handbook is designed to provide you with the information you need about our program. If, at any time, you have any questions or concerns, please do not hesitate to call our office at 630-466-7436.

The park district thanks Kaneland School District #302 for making their facilities available for our use for CARE. Because we are in the schools, we will adhere to all rules and guidelines set forth in the Kaneland Elementary School Parent Handbook. Please review this information as well.

We are excited about working together toward a worthwhile experience for you and your child!

## FAMILY ELIGIBILTY

- Children must be in grades kindergarten through fifth grade and attending a Kaneland School District elementary. If your child is attending only the AM session of kindergarten, your child can only attend before CARE. We do not offer half-day CARE for kindergarteners.
- Children must exhibit appropriate behavior while at CARE and treat others with respect, tolerance, kindness and consideration. Please see our participant behavior contract in the application packet. All patrons must comply with conduct expectations, with or without reasonable accommodations.
- Patrons whose pose a direct threat – a substantial risk of serious harm to the health & safety of themselves or others may not be eligible to continue enrollment in the CARE program.
- Families with any outstanding balance from any program at the Sugar Grove Park District, including CARE, will not be allowed to enroll children until these financial obligations are paid.
- Once children are enrolled and attending the program, families must continue to make the regular monthly program payments.
- Participants may only attend the CARE program at the elementary school where they attend. No transportation will be provided.

## PROGRAM HOURS

CARE opens on the first day of school and closes on the last full day of school. CARE is provided Monday through Friday when Kaneland District # 302 elementary schools have class. The hours of operation are from 6:30am until school begins and from school dismissal to 6:00pm. The program begins in the multi-purpose room at all schools. CARE will be offered on days when school is in session only. If the school is closed for any reason, CARE will be cancelled.

## SCHOOL-YEAR ENROLLMENT

To enroll in CARE for the school year, online registration will begin on April 1st and accepted until August 1st. After registering online you must fill out the application packet to finish your CARE registration. All participants are subject to a non-refundable $50/family application fee. Completed applications are accepted in the order they are received. Please make sure all areas are completed. Any missing information can result in the rejection of the application.

We will make every effort to place children enrolled by August 1st in our CARE Program, but placement is dependent on staffing levels. As placements are made and spots are filled, waiting lists may be utilized. Families on the waiting list will be given the opportunity to fill any openings that occur during the school year.

**MID-YEAR ENROLLMENT**

**APPLICATION PACKETS**

**PAYMENT POLICIES**

**INCOME TAX INFORMATION**

**BILLING INQUIRIES**

## MID-YEAR ENROLLMENT

Parents must register online & submit a completed application packet to the park district office at least three weeks prior to their child's first requested day of CARE. We will make every effort to place children in our CARE Program depending on staffing levels. All participants are subject to a non-refundable $50/family application fee.

## APPLICATION PACKETS

The application packet must be completed and on file by August 1st or at least three weeks prior to your child's first requested day of CARE. The following documents constitute the application packet:

- CARE Application form
- Medication Authorization & Release Form
- Waiver and Release for Inhaler & Auto-Injector
- Parent-Provider Contract
- Card Authorization Form
- Behavior Contract

## PAYMENT POLICIES

Payment is due in advance of services. CARE fees will be automatically debited via credit card/debit card saved on file in your family account. August CARE will be billed and debited on 08/01/2026. Payment will be automatically drafted from your account on the 15th of each month (or the following business day if on a weekend,) for the following month's services. Example: On December 15th your account will be debited for January CARE. If your payment is rejected, expired credit card, insufficient funds in your account, or not paid for any other reason, there will be a $25.00 service charge applied to your account.

Listed below is the payment structure:

- 15th Payment due date (EFT or Credit Card) (i.e. December 15th for January)
- 16th $25.00 late fee or NSF fee charged to monthly payment
- 25th Child no longer accepted in program after the end of the month. Enrollment is terminated immediately. Child will need to be re-enrolled with full month payment and any late fees/service charges incurred.

Monthly fees are divided evenly by the number of months in the school year. If there are any school attendance days scheduled for June, they will be charged with the draft for May CARE.

As the person registering the child, you are responsible for all CARE payments.

## INCOME TAX INFORMATION

An activity sales receipt will be e-mailed to you each month. Please keep these emails so you can keep track of your CARE fees for tax purposes. You can also access this information from our website, sgparks.org. Log into your account, go to your account "Dashboard," click on "Transaction History", and select the date range. During the month of January we will email a list of transactions to the email address on file.

## BILLING INQUIRIES

Billing and registration inquiries should be made to the park district office by calling 630-466-7436.

**WITHDRAWAL FROM CARE**

**LATE FEE POLICY**

**UPDATED INFORMATION**

**SCHEDULE CHANGES & CANCELLATION**

## WITHDRAWAL FROM CARE

If you no longer need CARE services for your child, notify us by completing a *Withdrawal from CARE Program Form*, at least three (3) weeks prior to your child's last day of CARE. We often have other families who would like to use our CARE program mid-year, so **if your child leaves the program, there is no guarantee that space will be available if you wish to use the CARE program again later in the school year.** If you decide to return to CARE at a future date, and space is available, you will be required to complete a new CARE Application and pay the $50 registration fee.

You may be able to receive a refund:

- if a complete *Withdrawal from CARE Program Form* is submitted **at least three (3) weeks** prior to your child's last day of CARE, AND
- if payment is already withdrawn/drafted from your account, AND
- If an entire calendar month of services not used.

**Pro-rated refunds will not be granted.** A child removed from the CARE program for disciplinary reasons is not eligible for a refund.

Please be sure to communicate to the school if you withdraw your child from the CARE program.

## LATE FEE POLICY

Children are to be picked up by 6:00pm from the CARE program. If you are running late please call/text the CARE cell phone. If you are late for the first time you will receive a reminder notice. On a second occurrence you will be fined $25 for up to 15 minutes late, $50 for up to 30 minutes late and $75 for up to 45 minutes, etc. After 45 minutes and all emergency listing have been called, staff will notify the local Police Department. The child will be transported by the Police to the Police Station. If there are several occurrences it is possible that your child could be suspended from the program. A late form will be filled out and turned into the office where you will be expected to pay your late payment, before your next monthly payment is due. If unpaid, it will automatically get withdrawn with the next automatic monthly payment from the card on file. If late pick up becomes a habit, you run the risk of your child being dismissed from the program.

## UPDATED INFORMATION

The parent signing the CARE application packet is responsible for all paperwork. The contracting parent is the only person that can make changes to the enrollment forms, emergency form, and child release authorization. This parent is also required to keep all account information, Credit Card information including numbers and expiration dates current. This parent will be held responsible for payment of fees as well.

**It is EXTREMELY important to your child's safety and well-being that we are informed of changes in your address, phone numbers, mobile carrier, and email. In an emergency, it is vital that we can reach you.**

## SCHEDULE CHANGES & CANCELLATION

Parents wishing to make any schedule changes, must complete the *CARE Schedule Change Form* **at least three (3) weeks** prior to the changes of services. Although every effort will be made to accommodate schedule changes, any change is subject to availability.

Please be sure to communicate any changes in your child's schedule to the school as well as the CARE Program staff.

We staff our CARE program on the basis of enrollment, not attendance. When you enroll, you are reserving time, space, staffing, and provisions, whether or not your child attends. **All fees are charged on the basis of enrollment, not attendance.** Pro-rated refunds cannot be granted for absences due to illness, vacation, or mid-year schedule changes. We charge monthly and only pro-rate for new enrollments.

If you request a schedule change that has your child not attending CARE for 15 or more consecutive regular attendance school days, we will withdraw your child from the program. We often have other families who would like to use our CARE program mid-year, so if your child leaves the program, there is no guarantee that space will be available if you wish to use the CARE program again in the school year.

**TERMS OF ENROLLMENT**

**SCHEDULED EARLY DISMISSAL DAYS**

**HOLIDAYS**

**UNSCHEDULED OR EMERGENCY CANCELLATIONS**

**MORNING ARRIVAL**

## TERMS OF ENROLLMENT

Children may be enrolled at CARE AM and/or PM. You choose your options from the list below.

- Mornings from 6:30am until the start of school; 4-5 days per week
- Mornings from 6:30am until the start of school; 1-3 days per week
- Afternoons from the end of the school day until 6:00 pm; 4-5 days per week
- Afternoons from the end of the school day until 6:00pm; 1-3 days per week

## SCHEDULED EARLY DISMISSAL DAYS

On scheduled early dismissal days, CARE will begin right after school which is usually one hour earlier than regular days. There will be no additional charge or fee assessed for providing this service. Early dismissal days are listed on the Kaneland District #302 calendar included in this handbook.

## HOLIDAYS

We follow the Kaneland School District #302 calendar for holidays, breaks, school improvement and institute days. When there is no school, we will not have CARE. You do not pay for days when school is not in session. The Kaneland School District #302 calendar is provided for your convenience at the end of this handbook.

## UNSCHEDULED OR EMERGENCY CANCELLATIONS

In case of inclement weather, listen to local radio stations, television stations, or access the Kaneland School District website. If schools are closed for the day, there will be no CARE.

CARE will be closed whenever the Kaneland School District schools are dismissed early due to inclement weather or whenever there is an unexpected event that impacts the safe use of our site. In the event of an unscheduled early dismissal, the Kaneland School District will be responsible for contacting you. Whenever there is an early dismissal of this kind, children who normally attend the CARE program will be sent home on the bus. Please make sure that someone will be home to meet your child and that your child knows exactly what do if he or she arrives at home and you are not there.

Sometimes school dismisses at the regular time, but Kaneland School District after-school activities are cancelled due to inclement weather or other event. In this situation, our conscientious staff will make every effort to be at the CARE site before school is dismissed to be with your child until you arrive. It is EXTREMELY important to your child's safety and well-being that we are informed of changes in your address, phone numbers, mobile carrier, and email. In an emergency, it is vital that we are able to reach you.

On emergency days that Kaneland announces the school will not be open, and they do not call for an E-Learning day, the day will be added to the end of the school year and will not be additionally invoiced. If your family withdrawals from the CARE program before the end of the school year, there will be no refund offered for these days.

On emergency days that Kaneland implements E-Learning for the day, no refund will be offered for the day.

## MORNING ARRIVAL



Children must arrive at the before-school CARE program accompanied by a parent or guardian. No child is to be dropped off at the curb. When facing the front or main entrance of the school, CARE parents should enter through the last door on the right side of the building. This is the front door that is nearest the gym and multipurpose room. Blackberry, McDole schools enter through door #11. John Stewart & John Shields school enters through door #12. Near these double doors, there is a black doorbell and intercom system that has been installed for the safety of your child and others in the school. Please ring the black doorbell, and a staff person will confirm enrollment, come to greet you and check your child in.

**AFTERNOON PICK-UP**

**TEACHER NOTES**

**ATTENDANCE POLICY**

**UNEXCUSED ABSENCE PROCEDURES**

Please save these numbers in your phone so you will recognize if CARE needs to contact you.

## AFTERNOON PICK-UP



The CARE program utilizes a checkout system to ensure that each child is dismissed to the proper person at the end of the day. Children will not be allowed to leave the CARE program unattended. Parents must walk into the school building and checkout. Please speak directly with a member of the CARE staff when dismissing your child from the program.

When facing the front or main entrance of the school, CARE parents should enter through the last door on the right side of the building. The door is locked for the safety of all those in CARE program. This is the front door that is nearest the gym and multipurpose room. Blackberry, McDole schools enter through door #11. John Stewart & John Shields school enters through door #12. Near these double doors, there is a black doorbell and intercom system that has been installed for the safety of your child and others in the school. Please ring the black doorbell, and a staff person will come to greet you and have you sign out your child/children. For the safety of the children, please do not hold the door open or allow anyone not related to the program enter through the door.

## TEACHER NOTES

In order to ensure the safety of your child, please communicate with your child's teacher detailing the days that your child will be attending after-school CARE program. This will help us ensure that each child arrives safely at CARE on the days he or she is scheduled to attend.

## ATTENDANCE POLICY

The safety of each child is paramount to the staff of the CARE program. If your child will not be attending CARE as scheduled, it is essential that you call or text message the CARE site to report the child's absence from the program. To avoid miscommunication, please be sure to contact CARE whenever an absence is communicated to your child's school. The CARE program relies primarily on parent communication for absence information.

Please help us keep your child safe by informing EVERYONE of schedule changes. We look for your child and expect them to be at our program. Please call or text the appropriate mobile phone number for your child's CARE program and school:

- CARE at John Shields Elementary, Sugar Grove: 630-461-7854
- CARE at John Stewart Elementary, Elburn: 630-461-8393
- CARE at Blackberry Creek Elementary, Elburn: 630-885-5426
- CARE at McDole Elementary, Montgomery: 630-461-8044

## UNEXCUSED ABSENCE PROCEDURES

When a child who is scheduled to attend the after-school CARE program does not arrive, and CARE has not received an absence call from the child's parents, we will institute an immediate search.

An unexcused absence will initiate the following actions:

- Staff will contact the school's office to see if the child was absent or dismissed from school.
- Each parent's cell phone number will be called. Messages will be left if no one is available.
- The child's parents will be called at work. Messages will be left if no one is available.
- The child's home will be called. A message will be left if no one is home.
- Once a child's parents have been contacted, the CARE program will assist in the effort to locate the child but will shift the primary responsibility for locating the child to the child's parents.
- If a child's parents cannot be contacted, someone on the child's emergency contact list and/or the local police department will be sent to the child's home.

If a child is dismissed from the CARE program during check-in time (before 3:30pm) please be sure to notify the CARE staff member responsible for check-in of the child's dismissal. Please help us to avoid unnecessary concern about your child's safety by calling the CARE site whenever your child will be absent from CARE.

**AUTHORIZED PICK-UP LIST**

**ILLNESS/COVID-19**

**MEDICATION**

**EMERGENCY MEDICAL PROCEDURES**

## AUTHORIZED PICK-UP LIST

When you register for CARE, you will be asked to complete and sign an Authorized Pick-Up List, naming those people to whom we may release your child. Children will not be released to anyone other than a person on this list. If a staff member is unfamiliar with any person picking up a child, the staff member will ask to see a picture identification before the child is released or call the legal guardian.

If you want your child to leave with someone not on the list, you will have to send us written permission. In an emergency, you can call the CARE site that your child is attending and give your permission over the phone to temporarily allow someone not on your pick-up list to take your child from our CARE site. If you make a phone request of this type, CARE staff make take steps to verify your identity and relationship to your child. If staff is uncertain about the phone request, staff may hang up and call you back on a recognized number and ask some specific personal information about you or your child. This is for the protection of your child. Please update your authorized pick-up list as needed throughout the school year.

## ILLNESS/COVID 19

If a child arrives at CARE feeling sick, a parent or guardian will be required to take the child home. If a child becomes ill at CARE, a parent or emergency contact person will be notified to bring the child home. Children should be kept home if they exhibit any of the following symptoms:

- Fever
- Rash
- Diarrhea/Vomiting
- Discharge of the Nose, Ears, or Eyes

For the safety of all, ill children should be kept home for 24 hours or the required exclusion duration before returning to CARE.

The CARE program follows all Kaneland 302 guidance regarding COVID-19, including but not limited to:

- Mask wearing
- Social Distancing
- Exclusion from program participation

## MEDICATION

Children requiring any type of medication must have a signed Medication Authorization & Release Form on file. Medication cannot be administered without the release form. If your child is taking medication, the medication must be in its original container with the child's full name on the label and the correct dosage enclosed. Medication and instructions must be given to the site supervisor upon the child's arrival at CARE.

If your child's medication requires an inhaler an auto-injector (such as an Epi-Pen), you are required to complete an additional waiver and release form. All medication is kept in a secure place. CARE does NOT have access to the nurse's office, if your child requires an inhaler or an auto-injector, it is best to have an additional one that stays at CARE or in the child's backpack. Please address this with the CARE site supervisor.

## EMERGENCY MEDICAL PROCEDURES

Unless otherwise specified by families, our staff will evaluate simple injuries and apply the necessary first aid. When acute medical problems occur, staff will make every effort to contact the family. If a serious accident or illness occurs, the staff will authorize emergency treatment at the doctor's office or hospital designated on the application when possible. We will take whatever steps are necessary to obtain emergency care.

These steps may include, but are not limited to, the following:

- Attempt to contact the parent or guardian immediately
- Attempt to make contact thru any of the persons listed on the emergency form
- Call the paramedics
- Have child taken to an emergency facility accompanied by a staff member

**ABUSE AND NEGLECT POLICY**

**STAFF/CHILDREN RATIO**

**CLOTHING**

**PHOTO & VIDEO POLICY**

**POSSESSIONS FROM HOME**

**TELEPHONE USE BY CHILDREN**

## ABUSE AND NEGLECT POLICY

The Illinois Abused and Neglected Child Reporting Act provides guidelines for the reporting of child abuse and neglect. CARE staff are mandated reporters. Any staff member having reasonable cause to believe a child known to them in their official capacity may be an abused or a neglected child is required to immediately report their concerns to the Department of Children and Family Services, DCFS.

## STAFF/CHILDREN RATIO

The Illinois Department of Children and Family Services requires a minimum of one staff member per 20 children. Our CARE program is proud to strive for one staff member per 8 children ratio. Each CARE site will have at least two staff members present at all times.

## CLOTHING

The children can expect to play outside year-round. Warm clothing, hats, gloves, and waterproof boots are necessary for the winter months. Children may also play in the gym, so they need to wear comfortable clothes and rubber-soled shoes each day. Clogs/flip flops may not be worn for physical activities.

If your child has a special day planned which requires "dressy" attire, you may want to send an extra set of casual clothes for CARE activities.

## PHOTO & VIDEO POLICY

Photos and video footage are periodically taken of people participating in a park district program or activity, attending a class or event, or using district facilities or property. Please be aware that by registering for a program or class, participating in an activity, attending an event, or using district facilities or property, you authorize the district to use these photos and video footage for promotional purposes in district publications, advertising, marketing materials, brochures, event flyers, social media (including Facebook, YouTube, Instagram, Twitter, and other social media sites operated by the district), and the district's website without additional prior notice or permission and without any compensation to you. All photos and videos are property of the district.

## POSSESSIONS FROM HOME

Since we cannot guarantee the safe return of personal belongings, the CARE program asks that any personal possessions be left in backpacks during a child's time in the CARE program. We provide a variety of games and activities. The CARE program does not allow the use of toy weapons or trading cards at any time. Electronic devices are not to be used while at CARE however dedicated E-readers may be used any time that reading would be appropriate. No electronic devices will be permitted to be plugged in while at CARE.

## TELEPHONE USE BY CHILDREN

Staff will be happy to convey messages to children when necessary, but it is not possible for children to make or receive telephone calls at the CARE program. Parents are welcome to call the CARE program at any time to speak to the site supervisor about questions or concerns regarding their child.

**HOMEWORK**

**MOVIES**

**DAILY ACTIVITIES**

**SNACKS & FOOD ALLERGIES**

## HOMEWORK

Each after-school CARE program provides a designated area in which children can choose to do their homework. If children do not have homework, this is a time for a more relaxed private time for reading, resting, or quiet board games or activities. While we encourage children to do their homework, it is not forced at the program. Staff will be available to help; although we do not provide extensive tutoring. Staff will provide the opportunity for the children to choose to do their homework; it is up to the parent to encourage them or impress upon them that it must get done. If participants are needing to do homework on school provided laptops, they will be away from other participants and CARE will not monitor what content they may be consuming. We will not allow kids to be looking over the shoulder of others.

## MOVIES

The children at CARE may watch an occasional movie played on DVD or streaming service. Most of our movies are rated "G". If a "PG"-rated movie is planned, a note will be sent home to let parents know the title of the movie, its rating, and the date planned to be viewed. If you do not want your child to view the planned movie, please contact the CARE site. An alternative activity will be planned for your child.

## DAILY ACTIVITIES

Upon dismissal from school, children in the after-school CARE program report to the multipurpose room. Sites may vary the schedule, but programs generally take attendance and then have a bathroom break including washing hands before snack time. Homework time or another quiet activity follows. Finally, children participate in organized or a free choice of activities in the gym, multipurpose room, or on the playground including arts, crafts, movies, board games, sports, or other large-motor skill games. We always try to make time in afternoons for physical activity and let children have choices as to what they want to do daily.

In the morning, before-school CARE is a bit more laid back. Children often arrive sleepy-eyed, and are slow to get active. When children arrive, they are invited to play board games, cards, color, use construction blocks, or other low-key activities. At approximately an hour before the start of school, these activities are put away to allow snack time and a physical activity in the gym or outside to burn off some energy. Physical activity before class has been shown to help children concentrate better during the day.

## SNACKS & FOOD ALLERGIES

It is the parent/guardian's responsibility to notify us if your child has a food or environmental allergy. Please be sure your child is aware of his/her restrictions.

While we cannot guarantee an allergy-free environment, we are working to make CARE as safe as possible for the food-allergic student with the following protocols:

- CARE does not provide snacks to the children. Instead, families are asked to send a snack from home that is known to be safe for their child. It is best practice for PM CARE participants to be sent with a separate snack bag for CARE so they are not tempted to eat that snack at lunch.
- The CARE program, not serving snack, means that we can't expected to have utensils to provide to CARE participants. Spoons and such should be packed in the participant's lunch box.
- All the Kaneland School District elementary schools have adopted a peanut/ nut-free snack list and encourage families to choose snacks from this list for the safety the food-allergic fellow student. When sending a snack for your child at CARE, please use this list to keep all kids safe at CARE. We have attached it to the end of this handbook for your convenience.
- The schools have "peanut-free" tables for the highly-allergic children. CARE staff will direct the food-allergic student to use these tables, and will adhere to safe cleaning procedures using dedicated and disposable supplies to avoid cross contact. These tables will only be used by participants that have allergies.
- Students will be discouraged from sharing or trading food/snack items, drinks, straws, or utensils.
- All students should wash hands before and after eating.

**BEHAVIOR MANAGEMENT POLICY**

**PARTICIPANT BEHAVIOR CONTRACT**

## BEHAVIOR MANAGEMENT POLICY

The children and staff of the CARE Program are asked to treat each other, CARE staff and district staff with respect, tolerance, kindness, and consideration. The rules and behavior expectations utilized by the CARE Program will be explained to the children clearly and reinforced in a consistent manner.

Children will be given reminders and redirection in order to encourage positive behavior. A child who is unkind verbally will be asked to apologize. A child who uses supplies and equipment inappropriately will be restricted from using the supplies or equipment for a short period of time. Any activities where participants purposely exclude another child will not be allowed. When a child is disruptive or needs time to regain self-control, he or she will be removed from the group. A reflection time will last approximately three to five minutes and will not exceed fifteen minutes. After a reflection time, the CARE staff and child will discuss behavior options before the child returns to the group.

Under no circumstances will a child be subject to neglect, physical punishment, verbal abuse, or denial of restroom facilities. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the wellbeing of the child or others in the CARE Program.

If a child has specific behavior issues, every effort will be made to implement a behavior management program consistent with efforts being made at the child's home and school. If a child's behavior indicates that the CARE Program is not able to meet his or her needs, the CARE Site Supervisor will contact the child's parents to arrange a meeting. A parent or staff member may also request a meeting. With the parent's permission, school staff, and other professionals providing services to the child may be asked to attend the meeting.

If the CARE Site Supervisor and the Park District School Services Manager feel the CARE Program cannot accommodate the needs of the child, or if the objectives established for the child are not met, the CARE Program reserves the right to terminate the child's participation in the CARE Program.

Any child who does not accept the physical boundaries of the CARE Program, or exhibits behavior that threatens his or hers wellbeing, or the wellbeing of others, is subject to dismissal without notice. Any inappropriate behavior by a parent, including verbal or written abuse of a child or staff member, or confrontations with staff members in the presence of a child, is grounds for termination of the family's participation in the CARE Program without notice.

## PARTICIPANT BEHAVIOR CONTRACT

We have drafted behavioral guidelines that your child is to follow while participating in the CARE program. Every parent is required to read the CARE Behavior Contract and discuss it with their child/children, sign it, and return it with the other forms. If a staff member encounters behavior problems with any child, the instructor will first attempt to resolve the problem with the child. If this fails, the supervisor will be consulted, followed by the parents. If the problem persists, the instructor may ask that the child be dismissed from the program. Note: three strikes and the child must leave the program. If your child is asked to leave the program, no refund will be given. Not all expectations of behavior can be written and listed; however, students are expected to follow rules and not violate the rights of others, participants or staff. Please refer to the behavior management policy for specifics on how undesired behavior will be handled at CARE.

**MISSING CHILD – "CODE ADAM" ALERT**

**SEIZURE MANAGEMENT POLICY**

**EARLY DEFIBRILLATION PROGRAM**

## MISSING CHILD – "CODE ADAM" ALERT

Any kind of report that a child is missing triggers a "Code Adam" alert.
CARE Site Supervisor Duties:

- Assess the situation and determine whether or not the child is missing.
- If missing, announce "Code Adam" alert.
- Provide description of missing child.
- Initiate search of facility and grounds for the child.
- Suspend regular activity.
- If child is found, reunite child with parent/guardian or CARE staff and announce "Code Adam Canceled."
- If child is not found within the first 10 minutes after initial report, notify local police by calling 911.
- Contact appropriate staff to implement crisis media management plan.
- Do not release anyone from supervision until police give permission.

CARE Staff Duties:

- Keep other children/users under supervision.
- Monitor all exterior doors and defined entrance to prevent missing child form leaving the facility.
- Search for missing child using predetermined search sequence.
- If child is found with someone other than parent/guardian, attempt to delay the departure of the person without putting self or others at risk.
- If person departs, call police 911 and give description of person.
- Take attendance.
- Do not release anyone form supervision until "Code Adam" is cancelled and the police give permission.

## SEIZURE MANAGEMENT POLICY

In order to maximize a safe and healthy recreation environment for patrons and staff, the Sugar Grove Park District has established a seizure management policy and procedures. This policy can be found on our website at www.sgparks.org on the Forms and Contracts page.

## EARLY DEFIBRILLATION PROGRAM

An automatic external defibrillator (AED) will enable trained responders at the Sugar Grove Park District to deliver early defibrillation to victims in the first critical moments after a sudden cardiac arrest. The full details of the Sugar Grove Park District Early Defibrillation Program can be found on our website at www.sgparks.org on the Forms and Contracts page.

**ALICE SAFETY PROGRAM**

**INCLUSION SERVICES**

## ALICE SAFETY PROGRAM

As part of it's safety protocols, Kaneland School District is including the ALICE training program philosophy. CARE will include this program as part of our safety protocols as well. ALICE stands for:

Alert – Alert others to what is happening

Lockdown – NOT traditional lockdown, this includes barricading

Inform – Inform others of the who, what, and where

Counter – Measures to distract offender & create opportunity to evacuate

Evacuate – When safe and appropriate, leave building. Proceed to rally point.

Who is ALICE and why do we like her?

- ALICE is an options-based response to an active shooter event
- Replaces the "lockdown only" response used for decades *
- An options-based response gives the good guys the advantage
- Works in any location

Kaneland School District has provided the following ALICE Timeline for the elementary schools in the district. (We have asked school district administrators to include CARE staff in these trainings):

- School district staff at all elementary buildings will participate in educational presentations on how ALICE works at the elementary level at the beginning of the 2026 school year.
- School district staff will also be involved in scenario and demonstration- based trainings throughout the 2026 school year.
- Students will be involved in a lesson using the "I'm Not Scared, I'm Prepared" book.
- Age appropriate training on ALICE will continue for students in 2026.

## INCLUSION SERVICES

Inclusion Services:
The Sugar Grove Park District works in collaboration with Fox Valley Special Recreation Association (FVSRA) to provide inclusion services for individuals with disabilities. Inclusion services may include additional training to park district staff, program adaptations, modified equipment, and when necessary, an inclusion companion to assist the registrant during the program.

If you or a family member have a disability and will need a reasonable accommodation throughout the duration of a park district program, please proceed with the registration process and send an email to inclusion@sgparks.org. In order to provide the best customer service, we ask for at least two weeks' notice prior to the start of the program.