

# River Forest Community Center

## After School Kruzin' Krew Program



**Parent Handbook**  
2023-2024

# **River Forest Community Center**

## **Kruzin Krew Parent Handbook**

### **2023-2024**

#### **Welcome**

The staff of the River Forest Community Center would like to welcome you and your child to our Kruzin' Krew program! We have gathered the information in this handbook for your convenience and hope that it can be used as a handy reference throughout the year. Please do not hesitate to call the Kruzin' Krew Director at (708) 771-6159 x-207 if you have any questions, suggestions, or concerns about the program.

The River Forest Community Center does not discriminate on the basis of age, race, religion, gender or ethnic background.

#### **Hours of Operation**

The Kruzin' Krew Program is designed for children in 2nd through 7th grade. On school days, Kruzin' Krew will be held from approximately 3:00 p.m. until 6:00 p.m., Monday through Friday. When school is only in session for a half day, Kruzin' Krew will begin when school gets out. On days when school is not in session, Kruzin' Krew will be held from 7:00 a.m. - 6:00 p.m. The Community Center is closed for Labor Day, two days for Thanksgiving, two days for Christmas (or corresponding weekdays), two days for New Year's (or corresponding weekdays), on Good Friday, and on Memorial Day.

#### **Program Activities**

The after school activities planned by the Kruzin' Krew staff include daily homework / study time (a quiet time when the teachers assist the children with their homework), art activities, science experiments, cooking projects, group games, local field trips, and movies. Please note: All Kruzin' Krew participants are expected to go on the scheduled field trips if they are in attendance that day. If your child will not be attending the field trip, please make arrangements to pick him/her up before the departure time.

#### **Registration**

All Kruzin' Krew enrollment forms must be completed before a child may attend the program. Any changes in information must be given, in writing, to the Kruzin' Krew director immediately. A monthly sign-up calendar must be turned in by the 25th of the month for the upcoming month. Space is limited. Sign-up calendars are entered into the monthly attendance on a first come first served basis.

#### **Payment Procedures**

All sign-up calendars must be turned in, with full payment, by the 25th of the preceding month that you will need Kruzin' Krew care. (i.e. September payment is due by August 25th) Please follow the steps below:

- 1. Put your child's name and school on the calendar**
- 2. Circle the days of the month your child will be attending**
- 3. Add up each daily amount (listed on the calendar in the corner of each day)**
- 4. Turn your monthly calendar, with full payment, in to the receptionist or the Kruzin' Krew Director. Payments can be made by check, cash or MC, Visa, Discover.**

*All calendars not turned in, with full payment, by the due date will be charged a \$10 late payment fee. We will not be able to pick-up your child from school unless we have received your monthly calendar with full payment.*

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#### Fees

Fees include a daily snack, all supplies and equipment, and all field trip costs.

\$17.00	Morning Care Only - <i>includes transportation from RFCC to River Forest Public Schools</i>
\$32.00	After School - Per day
\$37.00	1/2 Day (Bring a lunch)
\$47.00	Full Day (Bring a lunch)

Late Pick up Fee	\$5.00 6:00 - 6:15pm per child \$1.00 per min. after 6:15pm per child
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- ALL LATE PAYMENTS ARE DUE THE DAY THE FEE WAS ASSESSED \*

#### Absent Policy

The Kruzin' Krew staff and the Community Center bus driver must be informed of your child's absence by emailing – [absence@rfcc.info](mailto:absence@rfcc.info) or by calling (708) 771-6159, ext.200 by 9:00 AM. A \$10.00 fee may be assessed to your account if you fail to call your child in. If your child is signed up for Kruzin' Krew, and we do not receive a call stating differently, we will pick your child up from school and bring them back to the Community Center. **Please Note: there are no refunds for days absent**

#### Discipline

Children are expected to respect all teachers, students, staff members. Negative behavior will be addressed with the student and parent and may result in suspension from the program.

#### Transportation

The Community Center's River Forest location provides transportation for school age children to and from the River Forest Schools.

#### Transportation/Pick Up Locations

##### River Forest

**Lincoln School:** Franklin Doors

**Roosevelt School:** Lathrop & Oak

**Willard School:** Front Office Entrance

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#### **Illness/Infectious Disease (General Policy)**

The Kruzin' Krew staff strives to provide a safe, healthy environment for all children in the program.

Please keep your child home (or they will be sent home) if they have:

- A fever or have had a fever of 100.4° during the previous 24 hours
- Heavy nasal discharge or a constant cough (not associated with allergies)
- Intestinal disturbances accompanied by diarrhea or vomiting
- Loss of appetite or are very lethargic
- Symptoms that could be a communicable disease (e.g.: unidentified rash or sores, headache, sore throat, red itchy or crusty eyes, lice).

#### **24 Hour Rule - Before returning to group care, a child needs to:**

- Be symptom free for 24 hours
- Have a normal temperature for 24 hours (without aid of a fever reducing medicine)
- Be on an antibiotic for at least 24 hours

#### **Covid-19**

- All participants are required to follow current RFCC/CDC/IDPH Guidelines in response to Covid-19

A doctor's note may be required before a child can return to the program to verify they are not contagious and are well enough to participate in a group care setting. Please consider that children who return to group care while convalescing are more susceptible to relapse or to contract other illnesses.

Please call the office or email [absence@rfcc.info](mailto:absence@rfcc.info) to report a child's absence or to inform the Center of any communicable illness. Our program is required to report cases of some infectious illnesses and to take precautionary measures to reduce the spread of the disease. Notification is also important in order to inform other families to be aware of and look for certain symptoms.

#### **Medication**

Should a child need to be given prescription medicine, RFCC staff can administer medications provided a completed Medication Authorization form is on file. Prescriptions must be in their original or pharmacy bottle/container and must have a pharmacy label which lists the child's name, dosage, frequency, prescription number and doctor's name.

Non-prescription medications also require a completed Medication Authorization form. Non-prescription items must be in their original container with the child's name written on the label. A signed physician's order may be required for non-prescription medications.

#### **Emergency Care (serious accidents or illnesses)**

If a serious accident or illness occurs, the safety of the child will be the first priority and parents will be notified as soon as possible. If immediate medical attention is required, a staff member will call 911. If necessary, the child will be accompanied by a staff member and taken by ambulance to the closest emergency center. Information and authorization for a child to receive any emergency medical treatment deemed necessary is part of the enrollment forms.

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#### **Allergies/Special Needs**

Our enrollment packet contains forms requesting information about your child's health and development and any concerns or special needs your child may have. The needs of a child can only be addressed if we are aware of a special need or concern. An Illinois Food Allergy Emergency Action Plan or vital information form is required to be completed for children with any allergies, special diets, or special needs that lists treatments and accommodations. It is a parent's responsibility to keep the Community Center updated on any changes to their child's needs or treatment plan. Families may be asked to bring alternate foods or beverages if an acceptable alternative is not regularly served

#### **Liability Insurance**

The River Forest Community Center carries liability insurance coverage in the single limit minimum amount of \$300,000 per occurrence. The Community Center does not provide medical insurance coverage for participants. Children's medical coverage should be through a separate individual or family insurance policy.

#### **Emergencies/Inclement Weather**

Information about delayed openings or school closings will be communicated via the Procure Connect App. It is a parent's responsibility to connect with the Procure Connect App and keep their contact information up to date in order to receive the most current information. Emergency closing info may also be viewed on The Emergency Closing Center website [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com) or by tuning into local radio (WGN 720 AM or WBBM 780 AM) or TV stations (WBBM – 2, WMAQ – 5, WLS – 7, WGN – 9, WFLD – 32).

#### **Emergency Procedures**

The River Forest Community Center operates programs at two locations:

- 1) 8020 Madison Street in River Forest and
- 2) Oak Park & River Forest High School, 201 N. Scoville Avenue in Oak Park.

Each program site has an Emergency Response plan and an Evacuation plan that is specific to the building where the program is located. Information regarding the specific procedures for each location is outlined in the respective plan for each building and should be referred to in the event of an emergency situation. The Emergency Response plan and the Evacuation plan for each site are reviewed annually and is included as part of staff orientation.

#### **Waiver/Release**

It is acknowledged that I/we are parent(s) or legal guardian(s) of the participant(s) which have been enrolled in this RFCC program and consent for him/her to participate in this designated program. It is understood that, by its very nature, any program involving minors involves some risk to the participants and I/we have read the program description and/or spoken with a representative of the RFCC to understand the risks involved. I/we further understand that it would be impossible to fully specify or articulate every risk. In partial consideration for enrollment in the program, I/we assume all risk and hazards incidental to such participation and do hereby waive, release, absolve the RFCC, its employees, volunteers and agents from any and all claims sustained and/or arising from, connected with or associated with the participation in said program. I/we also agree to indemnify and hold harmless the RFCC, its employees, volunteers and agents from any and all claims sustained and/or arising out of, connected with or associated with participation in said program. This indemnity provision includes the cost of litigation, including reasonable attorney's fees.

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**Acknowledgement of Parent Handbook and  
RFCC Policies and Procedures**

*Please sign this page and return it with your registration forms.*

I have received and understand the information in the Parent Handbook and agree to abide by all RFCC policies as stated in the Parent Handbook.

**Child's Name:** \_\_\_\_\_

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<b>Parent or Guardian's Name (Print)</b>	<b>Signature</b>	<b>Date</b>
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<b>Parent or Guardian's Name (Print)</b>	<b>Signature</b>	<b>Date</b>
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<b>Signature of Early Childhood Director</b>	<b>Date</b>
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