

# Edwardsville District 7

## Summer



## Zone

# Program Handbook

Updated 03/08/22

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## **Introduction:**

Our summer enrichment program offers activities designed to provide opportunities and experiences which stretch your child's imagination, spark a sense of curiosity and wonder, strengthen social and physical development skills, and create new friendships. We provide activities that are balanced to meet the interest levels of all children while allowing the elements of play to be woven throughout. Summer Zone is offered to residents of District 7 who have completed Kindergarten through 5<sup>th</sup> grade the previous school year as well as children who are three years of age as of June 1<sup>st</sup> and enrolled in District 7 Preschool Academy.

Summer Zone is a license-exempt facility operated by District 7. The program handbook outlines what you may expect from Summer Zone and what we may expect from you. This handbook answers many of the questions you may have regarding Summer Zone. If you have further questions, please contact the Summer Zone Director. Contact information can be found at the end of this handbook.

## **Our Commitment to Parents:**

Your children will be cared for in a safe and supportive environment. Summer Zone will provide a variety of enrichment, social, and recreational activities. If you have any concerns related to your child or the program, you are welcome to speak with the Summer Zone Director or Assistant Directors.

## **Our Expectations of Parents:**

All account, enrollment information, and authorized pickups must be kept current and communicated to the Summer Zone office. All financial charges accrued through the use of Summer Zone are to be paid on time. Lack of payment will result in services being revoked. Parents are asked to conduct themselves in a respectful and supportive manner.

## **Staff Credentials:**

All Summer Zone staff members have state and federal background clearance, are CPR/First Aid certified, and have completed Illinois Department of Human Services required training which includes: child development, behavior, health and safety training, and child abuse and neglect/Mandated Reporter training.

## Locations and Hours of Operation:

Summer Zone operates from 6:30 a.m. - 6:00 p.m.

Location:

Woodland Elementary School

59 South State Route 157

Edwardsville, IL. 62025

(618) 655-6969

## Registration, Fees, & Payment:

Summer Zone utilizes EZChildTrack online system for online registration and billing.

Please visit the EZChildTrack Parent Portal at [www.ezchildtrack.com/ecusd7/parent](http://www.ezchildtrack.com/ecusd7/parent) to login or create an account. After this is done, you are able to register for Summer Zone.

To register for Summer Zone:

- If you are using a smart phone or tablet: Click "Switch to Desktop Version" at the bottom of the sign-in page.
- Click register under Summer Zone on the EZChildTrack Parent Portal.
- It will walk you through the process step by step.

Online registration must be submitted by 3:00 p.m. on the Thursday prior to the week of requested service start date. Please note: Registrations can be considered pending and may be assigned a start date based upon space availability or other factors determined by the Summer Zone Director. Parents will receive a confirmation email once their online registration has been approved.

For any enrollment changes after initial online registration, please contact the Summer Zone office by 3:00 p.m. on the Thursday prior to the week of requested change.

Your Kid Zone account must have a zero balance in order to enroll in Summer Zone.

A **\$25** nonrefundable registration fee per child for each week is paid at the time of online registration and will be applied to your weekly fee balance. The remaining balance of **\$145** is charged through your EZChildTrack accounts on Fridays at 12:00am prior to week of service. Account statements are

generated for the week on Fridays prior to week of service and will be sent to the email on file. Payments are due on Monday of the week of service. Payments can be made via your EZChildTrack Parent Portal or over the phone by calling the Summer Zone office. While you are encouraged to make payments via Parent Portal or over the phone (618-655-6011), fees may also be paid in person or via mail to the Summer Zone office.

Summer Zone fees are per week; daily rates are not available. Multi-child discounts are available. Weekly fees are prorated for days when Summer Zone is closed.

If notification is not received regarding a change in enrollment or withdrawal from the program, parents are responsible for payments until notification is received. The Summer Zone **\$25** registration fee is nonrefundable, will be forfeited, and will not be transferred to future weeks.

All financial charges accrued through the use of Summer Zone are to be paid on time. Lack of payment will result in services being suspended until the account is in good standing.

Summer Zone is unable to pro-rate or credit accounts for days that child(ren) is absent due to illness, behavior, travel, and/or other reasons.

Summer Zone holds all information confidential and in accordance with Edwardsville School District Board Policies, HIPPA, and FERPA.

### **Financial Assistance:**

Some families may qualify for childcare payment assistance program provided by the Illinois Department of Human Services (IDHS). Please contact the Children's Home and Aid Society (CHASI) Childcare Resource and Referral Assistance Program at 800-847-6770 for more information.

It is the responsibility of families to obtain and submit CHASI paperwork from IDHS. Parents should bring the CHASI application to the Summer Zone office for completion of the provider section prior to submission to IDHS. Parents are responsible for all Summer Zone fees until CHASI verification is received.

Families are responsible for all copayments and additional Summer Zone fees, including breakfast and lunch charges, outside of approved CHASI payments and/or approved days. Copayments and approved days are determined by CHASI, not Summer Zone.

## **COVID-19 Procedures:**

Summer Zone will follow all CDC, IDPH, and DCFS child care guidelines for COVID-19. Please note that these guidelines may change causing Summer Zone procedures to change with little notice.

## **Arrival/Departure Procedures:**

**PIN Attendance System:** Summer Zone utilizes a PIN system for attendance tracking. Each parent and authorized designee is required to give their unique PIN number to securely drop off and pick up their child(ren). Please follow these steps below to access PIN numbers for all parents/authorized designees.

- Log-in to our Parent Portal at [www.ezchildtrack.com/ecusd7/parent](http://www.ezchildtrack.com/ecusd7/parent)
- Select "My Account" on the top blue menu bar
- Select "Change PIN" on the top middle of the screen
- This will show you a list of all the authorized pick up designees for your child(ren) and their PIN numbers

**AM Session Arrivals:** Parents are required to escort children into Summer Zone by utilizing the main entrance. Parents will then enter their Kid Zone PIN number on the PIN pad located at the School Safety Officer's desk. Once the child(ren) is signed in, they will be escorted/directed to put belongings in their locker and taken to their designated Summer Zone group. Parents will indicate daily if their child is purchasing breakfast &/or lunch upon arrival to Summer Zone. If a child is signed in after 10:30 a.m., parents are responsible for providing the child's lunch for the day as our lunch count order must be provided to Food Service by 10:30 a.m.

**PM Session Departures:** Parents are required to enter through the building's main entrance to pick up their child(ren) from Summer Zone. Summer Zone staff are not allowed to release children from activity groups, the playground, or bring them out to a parent's car. Parents/Authorized Pick-Up persons will enter their designated PIN number at the School Safety Officer's computer for their child(ren) to be signed out. A State issued photo identification may still be required when picking up a child from Summer Zone. Once the SSO signs your child out in the system, they will communicate to a Summer Zone staff member to take your child to gather their belongings from their locker and bring them to the main entrance. Please be aware that this process may take several minutes.

All authorized pick-up designees must be named in the “Contacts” section of the EZChildTrack account – Persons not listed will not be allowed to pick up a child. If the registering parent indicates that the other parent is not authorized to pick-up, custody papers must be on file with the Summer Zone office. Summer Zone cannot keep a parent from picking up their child without a copy of legal documentation (custody papers, orders of protection, etc.) on file with the Summer Zone office.

Summer Zone closes promptly at 6:00 p.m. A late pick-up fee of \$1.00 per minute will be charged per child from 6:01-6:14 p.m. A fee of \$5.00 per minute per child will be charged after 6:15 p.m. This fee will be applied directly to your EZChildTrack account. Repeated late pick-ups will be reviewed by the Summer Zone Director and may result in services being suspended or revoked.

### **What to Wear to Summer Zone:**

Socks and tennis shoes are required daily for all Summer Zone activities. We ask that children not wear flip flops, sandals, and/or crocs as they are not appropriate for our recreational activities.

Dress for the weather and to have fun! We recommend that parents apply sunscreen prior to arrival and send a hat for those sunny afternoons.

Our art activities will be messy! It is suggested that each child have a long-sleeved, button-down type shirt that may be worn over regular clothes. This will allow your children to be creative without worrying about getting art materials on their clothing. Children are welcome to keep a paint shirt in their locker.

### **Swimming:**

Summer Zone will be utilizing the Chuck Fruit Aquatic Center located on the campus of Edwardsville High School on Tuesday and Thursday afternoons for a swimming activity. The safety of children is our first priority at Summer Zone. To ensure their safety, every child must wear the Summer Zone provided lifejacket at all times in the pool area. The Aquatic Center pool is 50 meters x 60 feet with the shallowest point being seven feet deep. The pool is sectioned off to 20 yards x 20 yards for the use of the Summer Zone program. While we utilize the pool, there are five lifeguards on duty and 7-8 Summer Zone Counselors in the water at all times. In addition, there is at least one Aquatic Center administrator on duty and three Summer Zone supervisors on the pool deck.

Upon entrance to the pool area from the locker rooms, each child is fitted with a lifejacket by a Summer Zone staff member. The lifejacket is then checked by a

lifeguard for proper fit before the child can enter the water. Children may not take off their lifejacket until it is removed by a Summer Zone staff member when entering the locker room at the culmination of their swim time. No outside flotation devices will be allowed (water wings, float suits, and pool noodles).

Summer Zone swims in two 45 minute rotations based on groups. If a child does not swim per the permission of their parent, Summer Zone offers table top activities in the lobby area of the Aquatic Center with an assigned staff member during their swim rotation.

### **Behavioral Expectations:**

Children are entitled to a safe and positive environment. All children are expected to behave in accordance with the Edwardsville CUSD7 Handbook. Summer Zone cannot provide services to children who display chronic, disruptive behavior. This is defined as verbal or physical activity which may include but is not limited to: (1) Behavior that requires constant attention from Summer Zone staff. (2) Violence and/or aggressiveness that afflicts physical or emotional harm on others. (3) Fleeing/running from Summer Zone staff or leaving activity areas without permission. (4) Disrespectful behavior toward others. (5) Destruction of property or vandalism.

Summer Zone staff will work with the child and family to resolve inappropriate behaviors. Strategies include the use of verbal reminders, one-on-one conference with the child, and if necessary, a regroup time where the child will be asked to sit out of the activity. All efforts will be made to give the child the opportunity to rejoin the activity. Summer Zone staff will communicate with parents verbally and with a written Behavior Note when issues arise during Summer Zone. Parents may be requested to pick up a child who is disruptive to the flow of the program or if the behavior results in an unsafe environment. When a child's actions go beyond the training and skill-level of Summer Zone staff, or if the child poses a direct threat or substantial risk of serious harm to the health or safety of others, and reasonable efforts have been made to assist the child without fundamentally altering or causing an undue burden to the program, Summer Zone services will be revoked based on the Summer Zone Director's recommendation to the Superintendent. No credits will be issued for absences due to behavior.

### **Individual Needs:**

Summer Zone is a large group child care setting where individual assessments and reasonable steps will be made for children to be integrated successfully into the program without fundamentally altering or causing an undue burden to the program. If your child has individual needs, requires a higher level of care, or has



behavior concerns, please contact the Summer Zone Director. At times, it may be necessary for a family and the Summer Zone Director to meet prior to the child's first day of attendance to ensure that everyone is comfortable with the supports available. Summer Zone may delay the start date or interrupt care pending arrangement of accommodations.

In accordance with the Illinois Department of Children and Family Services Title 89 Childcare Standards and American's with Disabilities Act, Summer Zone is not part of a child's Individual Education Plan (IEP), 504 Plan, Behavior Intervention Plan, or an extension of the academic day. The same support available to a child during the academic day is not available during Summer Zone. Summer Zone is not required to hire additional staff or provide one-to-one supervision for an individual child.

### **Medication:**

The Edwardsville School District has policies and procedures in place to allow for medications to be administered during Summer Zone. If your child has medication needs, please mark appropriately on online registration.

A Request for Medication to Be Administered form must be completed for all medications administered at Summer Zone, including over-the-counter medications such as Tylenol or cough drops and/or critical care items such as inhalers or Epi-Pens. Summer Zone is required to follow Illinois licensing laws and the Illinois School Code when administering medicine for the safety of your child and others.

Medicine/Critical Care Items must be brought to Summer Zone on your child's first day of enrollment in the original bottle/container with a pharmacy label (for prescription medications) along with the Request for Medication to Be Administered form. Children may not transport their own medication. Medications will be stored securely. Medications must be picked up by the parent/guardian at the close of the Summer Zone program or the medication will be disposed of according to District 7 procedures.

Children who are District 7 residents, but do not attend District 7 schools, must complete a Health Information Form and submit with your Summer Zone online registration.

### **Illnesses:**

In an effort to maintain a healthy environment for all children in Kid Zone, please follow the guidelines below regarding illnesses with your child. Your family's privacy is of the utmost importance; all health concerns and information will be

handled with complete discretion and confidentiality. A parent will be notified if a child displays any of the symptoms below. The child must be picked up within 30 minutes of notification. If the parent is unable to be reached, a listed Authorized Pickup Designee will be contacted. Weekly credits are not given for absences due to illness.

- Symptoms that may be indicative of one of the serious, communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Code (77 Ill. Adm. Code 690) may exclude a child from care. Your child must be released by a medical professional via written documentation and be cleared by the school nurse before he/she is able to return.
- Fever: a fever is an indication that the body is actively resisting or fighting an infection. If your child has a temperature of 100° or above, he/she may not attend Kid Zone. Your child must be fever free for 24 hours without the assistance of medication to return. Written documentation from a medical professional may be requested for your child's return.
- Vomiting/Diarrhea: Your child must be symptom free for 24 hours without the assistance of medication to return, unless your child has a known condition that causes such symptoms and is not communicable. Doctor's note may be required to return.
- Influenza: Normally presents with a hacking cough, congestion, chills, fever and muscle aches. Your child must be symptom free for 24 hours without the assistance of medication to return. Doctor's note may be required to return.
- Sore Throat/Strep: When a sore throat accompanied with a fever (100° or above) is present. Your child must be fever free for 24 hours without the assistance of medication to return. Doctor's note may be required to return.
- Viral conjunctivitis (pink eye): cannot return until 24 hours after treatment has been initiated.
- Head Lice: When head lice are indicated on your child, you will be contacted for pick up. Your child may return the morning after the first treatment when no live lice are indicated upon a head check from authorized personnel.
- Kid Zone will follow all District 7 health and safety procedures for attendance.

- Any symptoms, signs, or behaviors from your child that are concerning to the Kid Zone Director will be individually addressed with you and regulations for returning will be discussed.

### **Injuries:**

If a child is injured during Summer Zone, a First Aid Note will be completed by Summer Zone staff at time of injury with a copy given to parent at pick up. Care will be given for minor injuries in accordance with First Aid Training. If a major injury occurs, care will be given in accordance with First Aid Training, and parents will be contacted. If immediate medical attention is deemed necessary, appropriate steps will be taken.

### **Other Info:**

Children are encouraged to leave personal items (toys, money, games, etc.) at home. No electronic devices (phones, tablets, smart watches, etc.) are allowed to be out at Summer Zone at any time. If these items are brought, they must be powered off and left in the child's bag/locker in accordance with District 7 policy.

Any personal items that become a disruption will be safely stored by Summer Zone staff and given to parent at pick up. The Summer Zone staff is not responsible for lost, stolen, or broken items.

A breakfast of cereal and milk are available daily for \$1.25. Lunch from the cafeteria will be available daily for \$3.00. All food charges will be charged to your EZChildTrack account. Children are welcome to bring a lunch and drink, but we are unable to refrigerate or heat food. Milk may also be chosen if children bring a lunch but need a drink. A daily snack and drink will be provided in the afternoon.

## **Contact Information:**

### **District 7 Summer Zone Office**

59 S. State Rt 157

Edwardsville, IL 62025

Phone: (618) 655-6011

Fax: (618) 692-7467

Website: [www.ecusd7.org/summer-zone](http://www.ecusd7.org/summer-zone)

Email: [kidzone@ecusd7.org](mailto:kidzone@ecusd7.org)

### **Summer Zone Direct Line – Woodland Elementary**

(618) 655-6969

### **Summer Zone Director – MaryBeth Brown**

(618) 655-6919

[mbrown@ecusd7.org](mailto:mbrown@ecusd7.org)

### **Summer Zone Assistant Director – Emily Moore**

(618) 655-6919

[emoore@ecusd7.org](mailto:emoore@ecusd7.org)

### **Summer Zone Assistant Director– Evan Rieck**

(618) 655-6919

[erieck@ecusd7.org](mailto:erieck@ecusd7.org)

### **Summer Zone Administrative Assistant – Connie Kerlin**

Phone: (618) 655-6011

[ckerlin@ecusd7.org](mailto:ckerlin@ecusd7.org)