



Parent Handbook

Welcome to the Elmhurst Park District's Lit'l Kickers Classes!

Please read this Parent Handbook thoroughly as it contains very important information about our program.

INCLUSION SERVICES

The Elmhurst Park District is committed to providing quality recreational opportunities to all participants, with and without disabilities. Staff members are available to assist participants with accommodations needed for success in, and enjoyment of our program. To keep all children safe, we do adhere to a strict behavioral code of conduct policy (see Behavior and Discipline below.)

On the Elmhurst Park District registration form, we ask parents to indicate if their child requires an accommodation. This information will be kept confidential and will be utilized by staff and Inclusion management staff to ensure assimilation into, and success with our program. **Parents or guardians must contact the Program Supervisor as soon as their child has been registered for the program. Parents will be asked to attend a pre-enrollment meeting and complete assessment and consent forms. This meeting must be scheduled at least 5 business days before the child's first day of the program.** Please keep in mind the level of participant support needed for recreation setting. Parent cooperation and support is essential to this process.

**Sean Tovey, Supervisor of Inclusion Services, (630)-993-8670.
stovey@epd.org**

DROP OFF PROCEDURES:

We will be utilizing the gym and outdoor space at Hawthorne Elementary School. We will be beginning classes in the Gym, and we ask that participants be dropped off at the doors that lead into the gym. In case of inclement weather classes will take place inside the gym.

Hawthorne Procedures

PARENT VIEWING:

Parents are allowed to engage with their child during the free-play part of class. After that, parents are welcome to sit on the sidelines while class is in session. If we need to move indoors, parents are allowed inside and asked to remain on the side with the number of participants and equipment we encourage parents to wait in the multi-purpose room during class. Please do not stand next to your child or in the playing area. The goal for our coaches is to make sure we are keeping participants engaged in the activities with limited distractions. PLEASE DO NOT WANDER THROUGH THE BUILDING! Stick to the areas that are designated for the program. We are guests in the school district facilities and would like to make sure we maintain a positive relationship.

PICK UP:

Participants must be picked up by an adult at the end of their scheduled class time. We are unable to accommodate early pick up.

Pull into the parking lot. Please line up along the wall as to not send participants across a parking lot at the end of your child's class. Participants will be released to their parent/guardian. We ask that families do not crowd the door during pick up.

LATE PICK UP:

Children must be picked up by an adult at the program's conclusion. If a child is not picked up on time, a \$10 fine will be charged for every 5 minutes after the conclusion of class. **Three late pick-up occurrences may result in dismissal from the program.**

PARTICIPANTS NEED TO BRING THE FOLLOWING ITEMS TO CLASS EACH WEEK:

- **Water Bottles:** Participants should bring enough water to last them for the entire class. Please label your child's water bottle.
- **Gym Shoes/Cleats:** With class taking place in both locations to be respectful of the surfaces that the program will take place on participants are asked to wear sneakers. If you would like to get cleats for your child you can but we ask that they do not wear them indoors.
- **DO NOT BRING ANY BALLS TO CLASS**

EQUIPMENT/ATTIRE:

All personal items must be clearly labeled with your child's name. Please do not allow your child to bring items that may be broken or lost.

While we don't require any equipment for the program, we suggest shin guards to protect your child from any accidental kicking. If your child has a pair of rubber or plastic cleats that they would like to wear, they are welcome to use them. However for children 2-4, we recommend regular gym shoes.

Our intent is to be outside for each class as much as possible, even in a light drizzle. Please dress your children for the weather, but have a change of clothes should need to hold class inside. Only gym shoes may be worn in the Gym.

After the fourth class, your child will receive a reversible Lit'l Kickers jersey. We ask that your child wears this to each class over their shirt to help us in making teams for our scrimmages and activities.

GUM, CANDY, SPORTS EQUIPMENT, TOYS, AND ELECTRONIC MEDIA

Participants are not allowed to bring gum, candy, toys, or electronic gadgets or media to class. Participants are welcome to bring their own sports equipment, suitable for the class they are registered for however, the EPD is not responsible for loss, theft, or damage to personal items. No food is allowed inside of the building per the school districts request.

MEDICAL EMERGENCIES, FIRST AID AND ILLNESS

In the event of a medical emergency or accident, coaching staff will call 911 for immediate emergency care and contact the parents or other emergency contact. If emergency treatment is required, your child will be taken to Elmhurst Memorial Hospital. You will be responsible for any medical charges. Staff will administer first aid to the child on a limited basis for small accidents such as scrapes, bruises, bloody noses, etc. Your authorization for the program staff to secure emergency medical care and administer First Aid for your child is part of the registration agreement.

SICK POLICY

Participants should not attend class if sick or symptomatic.

If a participant becomes sick at class, parents/guardians will be notified and asked to pick-up their child within 20 minutes. The sick child will be removed from the activity area, made to feel comfortable, and isolated with a staff member until picked-up. A child sent home from practice due to illness will not be

permitted back to the program without a doctor's note certifying they are able to return to practice. **Your child must be symptom free (fever, vomiting, etc.) for 72 hours before attending practice.**

If your child is ill or has a fever, we strongly discourage participation in the program. The instructional staff reserves the right not to accept a child into the program due to illness. If your child becomes ill during the program, the parent (or emergency contact) will be notified and required to pick up the child within 20 minutes. **Your child must be symptom free (fever, vomiting, etc.) for 72 hours before attending the program.**

MEDICATION

Whenever possible, medications should be administered by parents or guardians. In some circumstances, the administration of medication cannot be performed by District Staff because of specific and/or complex physician or manufacturer instructions or invasive procedures. If there is a need for the administration of medication during a minor's participation in a District program, the parent/guardian **must**:

1. Complete the **Permission to Dispense Medication/Waiver and Release of all Claims** form and/or the **Use of Inhaler or Auto-Injector Waiver and Release of All Claims and Indemnification** form.
2. Complete and sign the **Medication Dispensing Information** form.
3. Deliver all medication to the coaching staff in the original prescription bottle. The container must clearly state the person's name, medication, dosage, and time of day medication is to be given.
4. Advise their assigned coach, in writing, of any specific instructions regarding dispensing or storage of the medication.

BEHAVIOR & DISCIPLINE

The Elmhurst Park District is committed to providing a safe, fun, friendly, inclusive, and comfortable environment for all participants. Participants are expected to exhibit appropriate behavior at all times. We expect participants to accept others' differences, express feelings appropriately, solve conflicts through peaceful means, and participate in activities together. All participants (including parents/guardians) must comply with the following behavioral code of conduct expectations:

1. We will have a zero tolerance policy for a participant's emotional outburst of spitting, hitting or any other physical contact towards another person. This behavior will lead to immediate dismissal from the program.
2. Participants who are unable to follow the CDC Guidelines on wearing face coverings will be sent home and dismissed from the program.

Participants will need to independently put on, wear and take off a face covering when necessary and for the duration of the program.

3. Maintain physical distance of 6 feet from other participants, staff and community members with minimal verbal reminders.
4. Demonstrate respectful and responsible behavior toward others at all times.
5. Independently attend to personal self-care such as bathroom needs, hand washing, eating, dressing and potential hygiene.
6. Parents and participants enrolled in Parent-Tot classes will need to stay together and maintain social distance from other participants when asked. The instructor will demonstrate the activity and parent will be responsible for engaging the participant in the aforementioned task.
7. Follow all site-specific rules, and take direction from staff.
8. Show respect for all equipment, supplies, and facilities.
9. Refrain from using foul, inappropriate, or abusive language.
10. Refrain from threatening or causing bodily harm to self, others, or staff.
11. Refrain from bullying in any form.
12. Refrain from possessing weapons of any kind (real or fake) or illegal substances of any kind (real or fake) including drugs, explosives, or fireworks.
13. Refrain from leaving the site or program area without permission.

Participants who have difficulty following our expectations will receive an age-appropriate consequence commensurate with their misbehavior. Examples of consequences include warning, time out, and parent contact, referral to Program Supervisor, and most seriously, suspension or expulsion from the program. If you are called to pick up your child due to misbehavior, you must do so within 20 minutes. Please have contingency plans in place as needed. Please discuss our behavior and discipline policy with your child so he/she understands what is expected from him/her in our program. Thank you for your cooperation!

QUESTIONS:

If at any time you have any questions or concerns about the program, please feel free to speak with the coaches directly. They will be happy to assist in solving your concerns or answering any questions you may have.

IMPORTANT PHONE NUMBERS & CONTACTS

Program Supervisor, Andre Cobbs, CPRP
acobbs@epd.org

630-993-8980

Wagner Community Center

630-993-8900

Sports Class Instructor

Coach Sean

leaguecoordinator@epd.org

**We look forward to a safe and fun-filled session with your child.
Thank you for choosing the Elmhurst Park District's Sports Program!!!**