



# Parent Handbook

**Welcome to the Elmhurst Park District's Bidy & Youth Sports 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](mailto:stovey@epd.org)**

## **DROP OFF PROCEDURES**

Wagner Community Center- **Participants must be picked up and dropped off by an adult at the end of their scheduled class time.** Pull into the west parking lot. Please enter Wagner Community Center through the main doors. Walk down the hallway and to the back left towards Multi-Purpose Room A. Kids can find a cubby to place their belongings in and wait with their parent while the coaches prepare class. Doors will open around 1 minute prior to class starting. Parents then will exit back through the main entrance or wait in the lobby. (Please do not sit in hallway as this can create an issue during an emergency).

## **PICK UP**

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

Please line up along the wall outside of the Multi-Purpose room A, we would like to keep the halls clear in case of emergency and due to other programs running at the same time. Participants will be released to their parent/guardian.

## **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 a water bottle with enough water to last them for the entire class.
- **Bathroom:** Parents we ask that we attempt to take a trip to the restroom before class.

## **APPROPRIATE ATTIRE**

Participants should wear comfortable, durable play clothes. Clothing must be appropriate for the class and for the weather conditions. In addition, rubber-soled, closed-toed footwear (preferably gym shoes) is required for class. Flip-flops, sandals, or Crocs are not allowed.

## **PERSONAL ITEMS**

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.

## **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.

### **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 always exhibit appropriate behavior. 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. Always demonstrate respectful and responsible behavior toward others.
3. Independently attend to personal self-care such as bathroom needs, hand washing, eating, dressing and potential hygiene.
4. 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.
5. Follow all site-specific rules and take direction from staff.
6. Show respect for all equipment, supplies, and facilities.
7. Refrain from using foul, inappropriate, or abusive language.
8. Refrain from threatening or causing bodily harm to self, others, or staff.
9. Refrain from bullying in any form.
10. Refrain from possessing weapons of any kind (real or fake) or illegal substances of any kind (real or fake) including drugs, explosives, or fireworks.
11. 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!

**IMPORTANT PHONE NUMBERS & CONTACTS**

**Program Supervisor, Jessica Marquez  
jmarquez@epd.org**

**630-993-8980**

**Wagner Community Center**

**630-993-8900**

**Sean Stanger**

**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!!!**