

CLUB Before & After School Childcare

Parent / Guardian Handbook 2025 – 2026



Before & After School Club

Have fun . . . Be creative . . . Be yourself!

CLUB Before & After School Childcare Program

Education Department, Village of Island Lake
3720 Greenleaf Ave, Island Lake, IL 60042

Held at the following location:

Cotton Creek Elementary School
545 Newport Ct, Island Lake, IL 60042

Amy McClure, Childcare Director
847-416-7836

Welcome to Club!

Club Childcare Director

Hello Parents! First, let me introduce myself, my name is Amy McClure, the Childcare Director for the Education Department. I am so excited to be a part of the program. It's going to be a fun School year full of lots of playing, laughing, being creative, and lots of new core memories... I can't wait to see what this School year has in store for us and get to know all of your children.

A little about myself... I am a mom of three beautiful miracle baby loves... Alisa, Trenton, and Isabella, as well as 1 ESA Fur baby, Gunner; I am the older of two younger sisters; I am an Auntie Mimi to 3 littles. I grew up in Island Lake and Wauconda Schools in my younger years and then McHenry Schools in my older years. As a kindergartener all the way through until my senior year of High School, I spent my entire childhood summers growing up at Camp Agape' in Wauconda. I started working with children when I was 13 as a junior counselor and haven't stopped since. Whether it was a summer camp, babysitting, daycare, Pre-K Teacher, or my in-house daycare... I have always had a passion for working with and teaching children. I mean, who else is going to ask me what my favorite dinosaur is or give me the next amazing, unique hairstyle!?






In Club, I strive to create an environment that is nurturing, engaging, creative, and conducive to helping your children grow as individuals. I believe in a child-centered approach where every child is respected, valued, and their unique individualities are celebrated.

I am looking forward to a wonderful School year filled with laughter, growth, and FUN. I can't wait to get to know all of your children and work together to make this a successful program.






Thank you for entrusting us with your child's education & adventures. I am truly honored to be a part of their journey!


An easy educational experiment of Mother Nature's wonders, you can try with your children, Wild Violet Lemonade.

Ingredients:

-  Find wild Violets (there are plenty here at the Village in the grass)
-  ¾ Cup washed Wild Purple Violets
-  1 Quart boiling water
-  ½ - ¾ Cup Lemon Juice
-  ¼ - ½ Cup Raw Local Honey (Any honey will do)

Directions:

-  Place washed Violets into a Quart Jar & pour boiling water over until full.
-  Let cool and place in the fridge overnight.
-  Strain out Violets, Rinse jar, Pour infusion back into the jar
-  Add Lemon Juice & watch the Magic of Mother Nature work!
-  Add Honey to your desired sweetness, about ½ Cup. Put the lid on, shake, and enjoy!

 A chemical reaction happens between the Violet infusion and the acidity in the Lemon Juice, resulting in this amazing pink fuchsia color!

Club Administration

Amy McClure is the new Childcare Director who oversees all aspects of CLUB.

-  Direct Work: **847 – 416 - 7836**
-  Email: **amy.mcclure@voislk.com**

Club Philosophy

Have Fun and Be Yourself! Our philosophy here at Club is to provide a fun, safe, home-like environment for your children who are in Kindergarten through 5th Grade, for those parents who have to work early and/or late during the work week.

To help the Club Kids get to know themselves better without any type of electronics, to help them grow as individuals in a positive and encouraging environment, to be creative, to build something, and to play.

Club allows parents the opportunity to enroll their children in a quality Before & After School Childcare instead of worrying about their welfare. A parent will have the assurance of knowing exactly where their child is and receiving excellent supervised childcare. All Club Staff have had background checks; fingerprinting, have taken a Pediatric AED CPR First Aid Class, and have also taken all of the required Early Childhood Education Courses. We are a license-exempt facility that works closely with IDHS DCFS.

Club General Information

Club Before & After School Childcare Program serves children in Grades Kindergarten through 5th Grade who attend Cotton Creek Elementary School. Our program is designed to give children a balanced curriculum of organized activities and learning, along with the free play time that children need.

A.M. Club is offered from 6:30 a.m. – 9 a.m. Monday-Thursday and Friday 6:30 a.m. – 9:30 a.m., excluding all CCS/D118 school vacations, holidays, teacher in-service days, or snow days. Club will not be held on unscheduled early release days, including those due to snow/heat, or other reasons. However, Club will be held on scheduled early release days.

P.M. Club is offered from 3:30 p.m. – 6:00 p.m. Monday – Friday, excluding all CCS/D118 school vacations, holidays, teacher in-service days, or snow days. Club will not be held on unscheduled early release days, including those due to snow/heat, or other reasons. However, Club will be held on scheduled early release days.

Activities may include indoor and outdoor sports, group games, arts and crafts, music, and dance. During Club, each day there will be a quiet time for participants to complete daily homework or read. Club participants will be able to participate in other programs being offered by Club throughout the school year.

Club General Liability Waiver and Tuition Agreement

Just as stated in the Registration Packet that you have signed and dated, you waive and release all claims for injuries that your child might sustain arising from activities of this Club Childcare Program.

You, the Parent/Guardian, recognize and acknowledge that there are certain risks of physical injury to participants in Club and you agree to assume the full risk of any such injuries, damages, or loss (regardless of severity) that your child may sustain as a result of participating in any activities connected to or associated with any such Village of Island Lake Childcare Program.

You, the Parent/Guardian, agree to waive and relinquish all claims your child may have as a result of participating in Club against the Village of Island Lake and its officers, agents, servants, and employees.

You, the Parent/Guardian, understand that Club is an independent entity, operating a childcare program within the Village of Island Lake's premises. We are a License Exempt Childcare Program. We adhere to IDHS DCFS regulations, a standard requirement for all childcare programs licensed by the Illinois Department of Children and Family Services. These guidelines dictate our safety protocols. This program is exempt from Illinois DCFS licensing and regulations; the Facility is not licensed or regulated by DCFS. All employees have had background checks through the State of Illinois and follow the IDHS guidelines.

You, the Parent/Guardian, do hereby fully release and discharge the Village of Island Lake and its officers, agents, servants, and employees from any claims resulting from injuries, illnesses, damages, and losses sustained by your child and arising out of connected with or in any way associated with the other children, counselors, and activities of any of the Club Childcare Program.

You, the Parent/Guardian, further agree that all tuition shall be paid on the last Friday of the month for Club. Club reserves the right to deny admission to any child whose tuition is not paid on time per the terms of this agreement and for any other reason deemed necessary. You further understand that there will be a \$20.00 fee if you are 3 days late from the billing due date; Payments not received by the 3rd day will incur a \$20.00 late fee per child, which could result in your child being taken off of Club's enrollment. The undersigned agrees to pay court costs and attorney's fees incurred by Club and the Village of Island Lake in enforcing any of the terms of this agreement.

You, the Parent/Guardian, understand that you are expected to pick up your child no later than 6 p.m. You further understand that a late pick-up fee will be imposed for any child not picked up by Club's closing time of 6 pm. The fee is a \$20.00 fee, plus \$1.00 per minute that you are tardy, this also applies if you call to inform Club Staff if you will be arriving late.

Club Staff – CPR & Background Checks

CPR -- The entire staff of Club has been trained in Pediatric CPR/ AED/ First Aide on May 19th, 2024 by Trisha Ferenc RN, BSN through the American Heart Association. Renewal for this training will be during May of 2026 when the CPR cards expire.

Background Checks -- Background checks, fingerprinting, and employee clearance through DCFS (Illinois Department of Children & Family Services) for the CCAP (Child Care Assistance Program) are mandatory for license-exempt providers. Any staff or volunteers working with children in any type of organized childcare program must receive clearance from a DCFS background check that will be maintained by the Club Director, who is in direct communication with the Department of Children and Family Services (DCFS).

If for any reason someone is not cleared, that said person will not be employed with us, nor will that said person be able to be a volunteer. The results of the background check will be maintained in the individual’s personnel file, as well as a copy with the Village of Island Lake HR.

Club Eligibility

All children are eligible regardless of creed, gender, nationality, or ethnic origin. For children to begin attending Club Before & After School Childcare Program, they must:

- In Grades Kindergarten through 5th Grade, who attend Cotton Creek School.
- Provide a complete health record and a medical statement signed by a physician, which includes a physical. This must be done within six months before the enrollment date.
- Have parents/guardians complete all required forms per DCFS and Club Before & After School Childcare Program.

Club Hours

A.M. Club: 6:30 A.M. – 9 A.M. Monday through Thursday / 6:30 A.M. – 9:30 A.M. Fridays

P.M. Club: 3:30 P.M. – 6 P.M. Monday through Friday

- ✂ Club is held at the Cotton Creek Elementary School in the Multi-Purpose Room, Gymnasium, and Outside Playground during the regular School year only.
- ✂ Parents are expected to pick up their children no later than 6 p.m. You will be charged a late fee.
- ✂ Habitual tardiness will be addressed by the Club Director.
- ✂ If you know that you are going to be running late, please call or text to communicate that you are running late, and/or you may arrange for someone else* to pick up your child. * An alternate pickup MUST be on your Authorized Pickup List.

Club Daily Schedule

Times & Locations are subject to change.			
<u>A.M. Club (6:30 am – 9 am (9:30 am Fridays))</u>		<u>P.M. Club (3:30 pm – 6 pm)</u>	
* 6:30 – 7:15 am	Good morning! Sign-in / Free Time	* 3:30 – 3:50 pm	Attendance / Announcements
* 7:15 – 7:45 am	Gym Time	* 3:50 – 4:30 pm	Afternoon Snack & Homework
* 7:45 – 8:15 am	Morning Snack & Homework	* 4:30 – 5 pm	1st, 2nd, half of 3rd Gym
* 8:15 – 8:35 am	Outside Time		Half of 3rd, 4th, 5th Outside
* 8:35 – 9 am	Free Time / Bathroom Break / Clean-up	* 5 – 5:30 pm	1st, 2nd, half of 3rd Gym
<u>Fridays</u>			Half of 3rd, 4th, 5th Outside
* 8:15 – 8:45 am	Outside Time	* 5:30 – 6 pm	Free Time / Bathroom Break / Clean-up /
* 8:45 – 9:30 am	Free Time / Bathroom Break / Clean-up		Home / Have a great night!

Club Arrival and Dismissal

Please call or text the Club Cell Phone, **847-977-9174**, if your child will NOT be attending on your regularly scheduled Club day before 6:30 am for A.M. Club and 3:30 pm for P.M. Club.

We will only allow your child to depart Club with those authorized. All authorized pick-up people MUST be added to your child’s file with the Director. A photo ID will be requested from anyone unfamiliar with the Club staff. Anyone picking up your child must be at least 18 years old. Also note that if your emergency contacts are not listed as Authorized to Pick-up, your child will NOT be released to leave with those individuals. Please double-check your information with the Director; all pick-up and emergency contact information must be up to date.

Late Pick-up

A late pick-up fee will be imposed for any children not picked up by Club's closing time of 6 pm. The fee is a flat \$20.00 fee, plus \$1.00 per minute that you are tardy.

After 5 minutes of tardiness, a parent/guardian will be called. The Club staff will attempt a minimum of 2 calls to each parent/guardian. If all parents/guardians are unable to be reached, staff will call those on the authorized pick-up list. One call to each person on the authorized pick-up list will be made. If we are unable to reach those on the authorized pick-up list, one call will be made to each contact on the emergency contacts list. After 30 minutes, the police department will be contacted. Two Club staff members will stay with the child until someone authorized or a police officer comes to pick up the child.

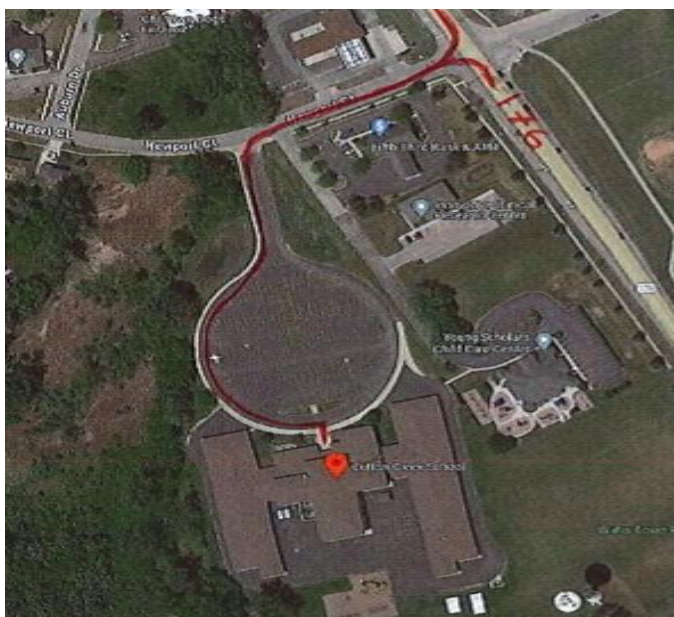
Please call or text the Club Cell Phone, **847-977-9147**, if you are going to be late. This does NOT waive the fee; however, it does allow us to reassure your child that you are on your way. Club staff members will not hold the child responsible for late pick-up and will discuss the issue only with the parent/guardian and never with the child.

Each parent/guardian will be given a total of **3 – Late Pick-ups** before the possibility of the cancellation of your child's enrollment.

Drop-Off and Pick-Up Area

Drop-off and Pick-up are in the front of the Cotton Creek Elementary School building at the front office entrance. When you walk into the far right door, you will see, to your far left, the Club sign hanging up by the Club entrance door. You are going to push the Club Doorbell, and a Club Staff member will come and greet you. This is for your child's safety, Club Rules, and School Rules. Per School Rules, Parents / Guardians are **NOT** allowed in the School. You will need to follow these Club directions. Below is a picture diagram to help you get to the right place.

When dropping off and picking up your children, parents must escort them to the school's Club door. We will not allow any child to enter or be released unless accompanied by a parent or guardian. Your cooperation is greatly appreciated.



Sign-in and Sign-out Sheets


Parents are required to sign in and sign out of their children Daily, no exceptions. Please ensure that your handwriting is legible.

Sign-In: Write the time-in and Initial next to it, in the appropriate boxes.

Sign-Out: Write the time-out and Initial next to it, in the appropriate boxes.

Pick-Up Authorization

We release children ONLY to those who are listed on your child's Club Authorization Pick-up Form.

 **WE WILL NOT RELEASE ANY CHILD TO AN UNAUTHORIZED PERSON.** This may sometimes seem inconvenient, but it is for the safety of your child. If for any reason you or your authorized person cannot pick up your child, it is necessary to notify the Club Staff as soon as you can. You can do this by calling or texting the Club Cell Phone: **847-977-9147**

*** Any divorced or separated parents having an ORDER OF PROTECTION or COURT ORDER, you must supply a copy to our Club Director ***

Absences

Please call or text the Club Cell Phone, **847-977-9147**, if your child will NOT be attending on your regularly scheduled Club day before 6:30 am for A.M. Club and 3:30 pm for P.M. Club. We will check the phone for messages as soon as Club opens. All children must be accounted for. Please make sure you call or text.

Each parent/guardian will be given a total of **3 – No Call / No Shows** before the possibility of the cancellation of your child's enrollment.










Club Schedule & Payment Policies

The following policies are essential to guarantee our success:

1. On the first day that the child attends Club, you need to notify, in writing, the Cotton Creek School's front office that your child will be attending Club Before & After School Childcare Program. If that changes throughout the School year, you will need to notify, in writing, the Cotton Creek School's front office, so that he/she is aware of this change. We will also send a roster to the Cotton Creek Elementary School with any updates.
2. Before your child may start Club Before & After School Childcare Program, all registration fees must be paid in full (\$50.00 plus the 1st week, Non-Refundable), per EACH child enrolled; Registration Packet must be filled out, signed, and turned in; All other authorized Club and DCFS required forms must be filled out, signed, and turned in; including a copy of Birth Certificates and complete health record and medical statement signed by a physician and parent.
3. We offer a flexible payment plan - please adhere to it so that we don't assume the role of bill collectors. All payments must be made online through the Village website, in person at the Village Hall, OR dropped off in the Village drop box in a sealed envelope attention to the Director, 3720 Greenleaf Avenue, IL 60042. **DO NOT** drop off any payments to the Club Staff at the School OR the School Office! The School has nothing to do with Club.
4. Payments are due monthly. Monthly, on the last Friday of the month for Club (NOT necessarily the last Friday of the Month), please pay attention to the Billing Due Date. I will send out your invoice via email from amy.mcclure@voislk.com. We accept cash, checks, and credit cards.
5. For all LATE tuition fees, there will be a flat \$20.00 fee if you are 3 days late from the billing due date. Payments not received by the 3rd day will incur a \$20.00 late fee per child, which could result in your child being taken off of Club enrollment. If you are having problems making a payment, please email **amy.mcclure@voislk.com** or call **847-416-7836** the Director as soon as possible.
6. Parents are expected to pick up their children no later than 6 p.m. Of course, we do understand there are limited reasons beyond your control, we just ask that you do your best to be on time for pick-up. A late pick-up fee will be imposed for any children not picked up by Club's closing time of 6 pm. The fee is a flat \$20.00 fee, plus \$1.00 per minute that you are tardy; this also applies if you call to inform Club staff that you will be arriving late.
7. The program is offered on a full-time basis or a part-time basis only. **NO** drop-in options are available or allowed. You are able to select certain days; Full payment is still required. Please see the rate sheet on your Registration Form for pricing information, rates may vary.
8. If your child is no longer going to attend Club, or your schedule changes, you must fill out a "Club Change Form". Call the Director for a copy.

Holidays

There will be **NO** Club scheduled on the following days,

-  Labor Day
-  Thanksgiving Break
-  Winter Break
-  Dr. Martin Luther King Jr. Day
-  Presidents Day
-  Friday before Easter, Good Friday
-  Monday after Easter
-  Memorial Day (Last Monday in May)
-  Spring Break

There is **NO** Club during Non-Attendance Day--No School Days. Please find alternative childcare.

School Closing Due to Bad Weather

If school should be dismissed early because of inclement weather, we will meet from the time of dismissal until all Club children are picked up.

District 118 uses an automated service to alert families of vital information, including emergency closings. Closing information will also be posted to the school and district social media accounts.

If District 118 cancels School, Club will also be canceled. The Parent / Guardian will get an automated telephone call from the School itself. If the school feels it is important for the children to get home because of bad weather, we also care about our Club staff's safety to get home as well. Please pick up your children ASAP. There will be no reduction in fees due to closings, as there will be no increase in fees due to the addition of early dismissals due to inclement weather.

We do not hold the childcare program on any day that School is canceled or released early, due to snow or extreme weather, or heat. This is a liability issue with our own Club staff, and it is consistent with our policy for all other programs that the Village of Island Lake Education Department sponsors.

School Early Dismissal Days

Club will run regular hours until 6 pm for regular Early Dismissals, NOT due to bad weather.

Club Rules and Regulations

Be Responsible, Be Respectful, and Be Safe.

Club Kid Appearance / Clothing

We follow the same guidelines and strongly enforce those stated by the Cotton Creek Elementary School Student Handbook, which states the following: (Text below is from Board Policy 7:160 AP1 Administrative Procedures), Student appearance and dress should be in a manner that is consistent with the basic mission of the School District. Therefore, student dress shall not (a) cause substantial disruption of the proper and orderly operation and discipline of the school or school activities; (b) violate the rights of others; (c) be socially inappropriate or inappropriate due to the maturity level of the students; or (d) violate reasonable standards of health and safety.

The following are examples of dress that would violate this policy. This list is not all-inclusive.

- Head coverings (excluding those for religious purposes), hats, outside coats, jackets, and sunglasses. (The building administration may waive a portion of this rule.)
- Immodest and revealing clothing such as see-through clothing, cut-off T-shirts, or short shorts.
- Clothing or jewelry that promotes the use of alcohol, tobacco, drug consumption, or violence.
- Obscenities, vulgarity, or sexually explicit signs, pictures, or emblems on clothing.
- Clothing, jewelry, emblem, badge, sign, or other thing that is evidence of membership or affiliation with any gang.
- From the shoulder to mid-thigh, all skin and underwear must be covered by clothing, and tops must have a strap on each shoulder that is not less than 1" wide. Additionally,
- Layering is appropriate where the above restriction is followed.
- Pants/shorts/skirts/etc. Must cover the students' respective undergarments, and tops must cover the students' respective undergarments.

Examples of unacceptable wear:

- Tops with spaghetti straps.
- Tops whose neckline falls below an imaginary horizontal line drawn between the two armpits.
- Halter tops, tube tops, one-shoulder tops.
- Tops whose bottom hem does not overlap with the pants/skirt/shorts.
- Shorts or skirts that do not cover to mid-thigh.
- Shorts, skirts, or pants that are worn in a manner that does not completely cover undergarments.
- Clothing that is so tightly fitted or so sheer that it reveals undergarments.

Any staff member who views any item of clothing inappropriate for Club shall request the student to turn the item of clothing inside out or change into a different article of clothing to provide a safe, appropriate learning environment. A discipline referral will be initiated if a Club Kid does not comply with these rules or if it is required to call a parent to bring alternate clothing for the Club Kid to school.

Toys / Electronics from Home

We recommend that your children keep ALL electronics at home. NO electronics are allowed at Club, this includes cell phones and smart watches (no watches that play games, make calls, or texts; NO exceptions). NO toy guns, toy weapons, or anything

that resembles or promotes violence of any kind; Children will be asked to put them away in their backpacks. If the Club staff does not think it is appropriate or the toy will disrupt the other Club kids, they will be asked to put it away and not to bring it back.

Lost and Found

Please mark clothing, shoes, and books with the student's name. Students are discouraged from bringing items of monetary or sentimental value to Club & School. The loss of an article of value should be reported to the Club Staff, Teacher, and the School Office. A lost and found area is located in the front of the School by the Main Office. Articles may be redeemed with proper identification.

Newsletters

Newsletters are published on a regular monthly basis and will be emailed to all Club parents, Club staff, the School office, and the Village of Island Lake. These communications include information about special events, timely topics, and any programs new with Club and Cotton Creek Elementary School.

Law Limiting Cell Phone Use in School Zones

Public Act 96-0131 became effective January 1, 2010. This bill amends the Illinois Vehicle Code by prohibiting any driver, regardless of age, from using a wireless telephone while operating a motor vehicle on a roadway in a **School Speed Zone** or using a wireless telephone while operating a motor vehicle on a highway in a construction zone. Exceptions include using a phone in voice-activated mode, emergency use, and use by construction workers and law enforcement personnel.

Change of Information

When a Club kid moves from one residence to another, or if your employment information changes, the parent/guardian should immediately notify the Director. If you have a cell phone number, please provide this information as well. **Club MUST have up-to-date information about how to reach parents/guardians, relatives, or an authorized friend in case your child becomes ill, injured, etc.**

Additionally, we ask that you please keep Club informed of any family situation that could affect the child's behavior. Club must also know the names of those to whom your child can be released. If you have legal documentation that restricts the release of your child to certain individuals or family members, please provide copies of these documents to the Director. These documents are kept in a confidential file for reference in the event of a concern or question arising.

Family Concerns

Any trouble your child is having at home may affect their behavior during Club. Please keep us informed of any unusual circumstances so we can be sensitive to your child's needs. The Club Staff would like to work as a Team with Family. Your input is vital to us accomplishing this goal.

Club Photo Policy

Occasionally, we will take pictures of the Club Kids during Club to share what we are doing in the monthly Newsletter or post on the Club bulletin board. I am aware that my child may appear in photographs by Club Before & After School Childcare Program. Each parent/guardian has the option to opt out of pictures on the Registration Form.

Club Snacks / Food

Club follows the requirements set by the Department of Children and Family Services and will provide two snacks a day, in the morning and the afternoon. If your child cannot eat the snack that we provide due to medical reasons, you **MUST** fill out the required "Allergy / Special Diet Authorization Form". All Club Staff have their Food Handler Certifications.

If you choose to provide a birthday treat, to ensure the safety of our Club Kids, you must contact the Director, **amy.mcclure@voislk.com / 847-416-7836**, at least 2 days ahead of time. **DO NOT** show up the morning of with food without prior confirmation, your food will be denied by Club Staff. We also suggest a non-food nature-type treat (i.e., pencils, erasers, stickers, etc.). If you have questions about an item, please always ask the Director first.

Club Confidentiality

Family history and children's personal information will not be released without written consent. All information is kept confidential and is used for Club purposes only. This policy may only be broken in the case of abuse or neglect. Federal law mandates that all employees report any suspected abuse or neglect to the Department of Children and Family Services. It is the responsibility of the Club Staff to comply with this law.

Club Communication

Club takes pride in communication, and we ask that you do the same. We offer a few different ways to keep our Club Families informed of current/upcoming events and information. We hope you will take advantage of all the following resources:

- ✓ Monthly Newsletter: This will be emailed to all Club parents/guardians at the end of each month. The Newsletter will have important dates and reminders. So please keep your emails with us up to date.
- ✓ Email: Please be sure to save **amy.mcclure@voislk.com** to your contact list or other approved accounts to ensure our emails do not land in your spam folder.
- ✓ Club Wall by Front Door: will provide current information as well as a copy of the newest monthly newsletter.
- ✓ Club Cell Phone: **847 – 977 - 9147** / Director Phone: **847 – 416 - 7836**

Club Parent Schedule Changes

Any schedule change requests need to be submitted to the Director using the “Club Change Form”.

Requests must be submitted no later than one week before the requested date changes. Requested schedule changes will be approved or denied by the Director, contingent upon Club staffing. Families will be notified as to the status of their request, as well as tuition expectations. For any schedule changes or additional days that have been approved, the parent is still responsible for the tuition for all days scheduled, regardless of attendance.

Club Discipline and Procedures

Conduct Expectations

- ✂ *Everyone is entitled to a safe, secure, and orderly environment in which to learn and play.*
- ✂ *Club Kids' growth and development are achieved through positive and successful experiences.*
- ✂ *Conflict can be resolved in a positive and affirming manner.*
- ✂ *High expectations and dignified and respectful behavior by all create a secure and successful climate.*

Our Club Before and After School Childcare Program implements a behavioral program that is based on natural consequences. We recognize and praise appropriate and positive behaviors.

Club Staff's response to inappropriate or negative behaviors may include redirecting the child's activity, reasonably discussing the problem, or reinforcing positive behavior options. When necessary, the child may be separated from the group or an ongoing activity for a brief period within sight of the Club Staff. This also involves a counselor-child discussion of the behavior.

If there is a discipline issue with a Club Kid, the Director or a Club Supervisor will approach the parent about the problem. The Director will always be informed of any situation involving one of the Club Kids and will bring it to the parents' attention along with the Club Staff involved if needed. All warnings, require Club Staff members to fill out a Behavior Incident Report and must be signed by a parent/guardian.

The GOAL of our discipline is to maintain a safe Club environment. The following behaviors will not be tolerated:

1. **Verbal Confrontations and Bullying**, harmful or antagonized physical confrontation
2. **Swearing or Disrespect** to the Club Staff or another Club Kid, etc.
3. **Harmful or Physical Confrontation**, Physical fighting in any way
4. **Leaving Club without Permission**, leaving the School grounds without permission

If a Club kid happens to break a Club rule, the following steps will be taken,

- ✂ They will be taken to a quiet spot and asked to fill out a 'Think Sheet', a 'Feeling Reflection Sheet', or start a 'My Check-In Journal'
- ✂ **1st Offense:**
 - ✓ Verbal warning; Parents will need to sign the write-up.
- ✂ **2nd Offense:**
 - ✓ A fair consequence to help the child learn from their behavior with a written paragraph of the offense to the parent, written by the child next to the Club Staff in the child's own words; Parents will need to sign the write-up.
- ✂ **3rd Offense:**
 - ✓ A fair consequence to help the child learn from their behavior, with a written paragraph of the offense to the parent, written by the child next to the Club Staff in the child's own words
 - ✓ The parent will need to sign a write-up
 - ✓ The Club Kid would then be suspended from Club for 1 – 2 days or expelled from Club, depending on the severity.

For the next offense, **3rd Offense**, the child would be completely suspended from Club for the 2025 – 2026 School Year. ALL offenses will be reported to the Cotton Creek School Principal.

We believe that Club Kids must have a positive attitude toward themselves, their peers, and Club Staff.

Bullying

Bullying is **NOT** accepted in our Childcare Programs.

Club is committed to creating a safe and respectful environment for learning. Working together, staff, children, and parents will make Club a Bully Free Zone by promoting a better understanding of the problem, setting clear expectations and rules, and creating solutions.

What is Bullying? A person is being bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more persons. A negative action is considered to intentionally inflicting physical injury or emotional pain upon another person through words or actions.

Bullying may immediately result in your child being completely expelled from Club for the 2025 – 2026 School Year. **ALL** expelled Club Kids will be notified to the School Principal of the Cotton Creek Elementary School.

Threats to Others

Threats of violence of any kind by a child or other persons are taken seriously and will result in consequences for the person making the threat. Consequences may include suspension and/or expulsion from Club or Club activities. **ALL** threats will be reported to the School Principal of the Cotton Creek Elementary School.

Vulgar and Abusive Language

Indecent gestures, profanity, vulgar language, and anything learned from Social Media are **NOT** tolerated in Club. Violators may be subject to consequences per Club Directors' discretion. **ALL** Vulgar and Abusive Language will be reported to the School Principal of the Cotton Creek Elementary School.

Vandalism and Theft

All children must demonstrate respect for individuals and community-owned property. Children who engage in acts of vandalism or theft will be subject to disciplinary action per Club Directors' discretion. Children may be held financially responsible for any damages or required to clean up property that has been defaced. **ALL** Vandalism and Theft will be reported to the School Principal of Cotton Creek Elementary School.

Nuisance Items

In this section, we try to be as thorough as we can in identifying items that detract from our educational focus or that compromise the safety of children. At times during the school year, it may be necessary to make additions to the following list. We appreciate your patience and understanding as we continue our efforts to promote a positive atmosphere throughout Club. Items that may detract from the safety of the students may include but are not limited to the following: laser pens, guns, or any item that mimics a gun; also any item that is or resembles ammunition such as bullets (spent or unspent) including paintballs, knives or utensils that convert to knives.

Items that should remain at home include toys, trading cards, trading collectibles, make-up items, balloons, and rubber bands, as these divert the purpose of the learning environment. Electronic devices, including but not limited to the following: CD players, MP3 players, cassette players, cameras, radios, and pagers, are strictly forbidden at school unless the Principal or his/her designee has made special provisions. For further information regarding electronic devices, please refer to the "Electronic Devices" section of the handbook.

Due to various safety issues with the popular Heely type/brand of shoes, our school's policy is that the wheels must be removed from the shoes while on school property. Cell phones may be considered a nuisance item if not used in accordance with school board policy 7:190 found in the section entitled "School District Policies". In addition, smartwatches may not be used as a cell phone during Club hours.

Forgery

Forgery includes: changing the time/date on any Sign-In and Sign-Out Sheets, forging the name of a school personnel, parents, or guardian, or altering a Club-related document in any way. Students will be referred to the Club Director for disciplinary action. **ALL** Forgery will be reported to the School Principal of the Cotton Creek Elementary School.

Plagiarism

Cheating, copying work, or literary theft is unacceptable. Club Staff will handle instances of plagiarism as a matter of school policy. **ALL** Plagiarism will be reported to the School Principal of the Cotton Creek Elementary School.

Public Display of Affection

To maintain a healthy Club and School climate for all children, public displays of affection are not permitted. The child will be asked to stop. Repeated offenders will be suspended from Club, and the Club Director will determine the length of the suspension. **ALL** Public Displays of Affection will be reported to the School Principal of Cotton Creek Elementary School.

Statement of Understanding

The following pages summarize various rules, child infractions, and proposed disciplinary measures. Club – Village of Island Lake and Wauconda School District 118 Administration and Board may discipline any other gross disobedience or misconduct,

however, and may impose any level of discipline appropriate to the circumstances, up to and including expulsion, even if such discipline is different than that stated in this Club Parent Handbook.

Club Recess

Club Kids are expected to conduct themselves in a manner consistent with the School PBIS Matrix during Club recess. The most important rule is to listen to the Club Supervisor & Club Staff.

Rules: Be Responsible, Be Respectful, and Be Safe.

Dangerous / Prohibited Recess Items: Items that compromise the safety of children, which are not permitted, may include but are not limited to:

- Golf balls
- Hard balls such as baseballs, softballs
- Racquet balls
- Skip-It
- Any balls or items from home or the classroom

Indoor Recess

Always, weather permitting, we will go outside every day. On days that we are inside, Club Kids will need to wear proper gym shoes while playing any type of indoor games. Club Kids not wearing proper gym shoes will have to sit on the sidelines or stay in the Multi-Purpose Room.

- Keep hands, feet, and objects to yourself.
- Be respectful and kind while playing games; NO bullying is tolerated. Encourage others.
- Take turns using all of the equipment
- Throw balls or equipment appropriately
- Follow Directions, play by the rules
- Use appropriate language & volume
- Use all Club equipment & materials as intended
- Help clean up any Club games, equipment, & supplies
- Walk to and from Gymnasium / MPR
- Stay in designated areas

Outdoor Recess

Weather permitting, we go outside for recess every day. Children may be outside before and after school during Club. Proper snow gear is important during winter weather. Children dressed properly, in hats, gloves, coats, boots, and snow pants, may be allowed to play in the snow. Children without these items will be required to remain on the blacktop area only during our recess time.

- Keep your hands, feet, and objects to yourself
- Stop swinging before getting off the swing
- Only slide down the slide on your bottom, feet first, one at a time
- Take turns using all the equipment
- Throw balls or equipment appropriately
- Follow Directions, play by the rules
- Take care of Club property
- Encourage others, invite others to join you
- Walk to and from the Gymnasium / Playground
- Stay in designated areas

Club Homework

When schoolwork comes to us, we can help your child in many ways:

- Emphasize the importance of completing homework
- Provide a quiet work area
- Ensure that your child has the necessary materials (pencil, eraser, markers, etc.)
- A set time to review homework assignments
- Provide feedback and encouragement
-

Club Special Education

The District shall provide free, appropriate public education and necessary related services to all children with disabilities residing within the District, required under the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term “children with disabilities,” as used in this policy, means children between the ages of 3 and 21 for whom a duly constituted IEP team has determined that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services under the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but because of disability as defined by Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with an opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's students with disabilities. If necessary, students may also be placed in nonpublic special education programs or education facilities.

Special Needs of Children

If your child has any of the below Special Needs, including any IEPs, the Club Director and Club Staff need to be notified, as well as a copy of any IEP reports.

- **Vision:** Braille, large print books, talking books, tapes, typewriters, and other special aids are used in the instruction of children who are blind or partially blind.
- **Hearing:** Special classes, tutoring, or visiting teachers, according to individual needs, are provided for children who are hard of hearing or deaf.
- **Speech:** Speech lessons are available in the regular school, in speech centers, or in other specially designated programs to meet the different needs of each child who has speech problems.
- **Behavior:** Counseling and special classes are designed to prevent problem situations and promote the adjustment of children with behavioral difficulties.
- **Learning Disability:** Whatever degree of special assistance is necessary for them to function at their best level is given to children who have been diagnosed as having great difficulty in school due to a learning disability.
- **Health or Physical Areas:** Special buses, ramps, and other physical aids provide assistance to physically handicapped children. Traveling teachers visit children too ill to leave their homes or the hospital.

If you think your child (birth to 21 years) needs help in the areas of vision, hearing, behavior, learning, or experiences health or physical problems, contact the School Administrator. Registration is the first step toward obtaining these services. For further information, please call or speak with someone in the Main School Office. Cotton Creek Elementary School has classes and services extending from age 3 to 21 for children with special difficulties listed above.

Medications

Parents/Guardians have the primary responsibility for the administration of medication to their children. If a child must take medication during Club time, only our Director or Club Staff Supervisor will have the responsibility of administering medication to your child.

From the Parent/Guardian requesting Club to administer any medication, Written Permission must be obtained before giving any child their medication. All medication must be in a container appropriately labeled by a Pharmacy or Physician and will be kept in a locked cabinet. Medication requiring refrigeration is also maintained in a secure area.

We will keep a record of all medication dispensed to Club Kids, specifying the time the medication was administered and the Supervising Personnel. These regulations do not apply to medication dispensed on an emergency basis, which may be administered by any Club Staff member.

Emergency Medical and Health Policy

We will always try to provide a safe environment for your child. The Club Staff members are Pediatric / CPR / AED / First Aid Certified. However, children being children, still may get hurt or injured. In the event of such an occurrence, the following procedures will be followed:

1. Paramedics will be called to handle major accidents.
2. A call will be made to you to inform you of the situation.
3. If you cannot be reached, we will call the emergency numbers you have provided on the information sheet. Please make sure this sheet is updated at all times, especially with phone numbers.
4. If your child requires additional medical care, we will accompany them to the nearest facility.
5. If your child becomes ill at Club, we will call you to notify you of the situation. If your child is called out sick with a fever, cough, sore throat, congestion, nausea, vomiting, or diarrhea, you will be asked for a physician's note and your child **must** be fever-symptom-free for 24 hours without medication (not including an antibiotic) before returning to Club.

The following is a list, but NOT limited to the Communicable Illnesses and Diseases that require a period of time before your child may return to Club.

COVID	FLU
CHICKEN POX	BRONCHITIS
GERMAN MEASLES	MEASLES
SCARLET FEVER	STREP THROAT
PINK EYE	IMPETIGO
PINWORM	HEADLICE

ALL SYMPTOMS MUST HAVE DISAPPEARED 24 hrs. BEFORE RETURNING TO CLUB!

Firearms Rules and Regulations

Club is located inside a School, which is also considered a building open to the public. We do not allow people to bring any type of firearms inside. There is "**No Firearms**" allowed signage placed outside every entrance and exit. Below is a copy of the Village of Island Lake ordinance about the matter. Safety is our utmost concern.

Village of Island Lake Code, Title 6, Police and Public Safety

6-5-13 UNLAWFUL USE OF WEAPONS

A person commits the offense of unlawful use of weapons when he knowingly:

- A.** Sells, manufactures, purchases, possesses, or carries any bludgeon, black-jack, sling-shot, sandclub, sandbag, metal knuckles, or any knife commonly referred to as a switch-blade knife, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife; or
- B.** Carries or possesses with intent to use the same unlawfully against another, a dagger, dirk, billy, dangerous knife, razor, stiletto, broken bottle or other piece of glass, or any other dangerous or deadly weapon or instrument of like character; or
- C.** Carries on or about his person or in any vehicle, a tear gas gun projector or bomb or any object containing noxious liquid, gas, or substance; or
- D.** Carries concealed in any vehicle or concealed on or about his person, except when on his land or in his own abode or fixed place of business any pistol, revolver, or other firearm; or
- E.** Possesses any device or attachment of any kind designed, used, or intended for use in silencing the report of any firearm; or
- F.** Sells, manufactures, purchases, possesses, or carries any weapon from which more than eight (8) shots or bullets may be discharged by a single function of the firing device, any shotgun with a barrel less than eighteen inches (18" } In length, or any bomb, bomb-shell, grenade, bottle or other container containing an explosive substance, such as but not limited to black powder bombs and Molotov cocktails; or
- G.** Carries or possesses any firearm or other deadly weapon in any place which is licensed to sell intoxicating beverages, or at any public gathering held under a license issued by any governmental body or any public gathering at which an admission is charged, excluding a place where a showing, demonstration or lecture involving the exhibition of unloaded firearms is conducted; or
- H.** Carries or possesses in a vehicle or on or about his person any pistol, revolver, or firearm, when he is hooded, robed, or masked in such manner as to conceal his identity.

6-5-14 UNLAWFUL DISCHARGE OF FIREARMS

- A.** it shall be unlawful to discharge any pistol, revolver, or firearm in the Village; provided that this section shall not be construed to prohibit any officer of the law to discharge a firearm in the performance of his duty.
- B.** It shall be unlawful to discharge any air gun, air rifle, BB gun, pellet gun, paintball gun, or bow and arrow from or across any street, sidewalk, road, highway, or public land or any public place except on a safely constructed target area.

Club Staff Emergencies and Procedures

The supervising Club Staff should have the Club's cell phone with them at all times to retrieve any emergency information we should be aware of. All Club Staff are trained to stay as calm as possible in any emergency. In case of an emergency, one Club Staff member will call 911, and another Club Staff Member will call the Parent / Authorized Emergency Call List.

Emergency contacts of all enrolled children are programmed into the Club cell phone. A hard copy emergency contact info list is also in the Club Binder, located on the Club cart.

Severe Weather

Severe wind, snow, rain, hail, thunderstorms, and flash floods are very common in Illinois. Tornadoes are a greater threat during the early fall and late spring, although they can come during any season.

- ❖ Be alert for weather warnings on the Club cell phone. Being that Club is after school hours, there may be no one in the front office to give warnings. You will be warned ahead of time of any weather emergency.
- ❖ If it is a tornado threat and the sirens are going, please make sure all children are back in the building.
- ❖ If this is a Club situation, you would have the children line up as peacefully as possible, grab the check-in/out sheets and Club Book, and walk into the hallway of the school (using the evacuation and emergency chart on the wall) away from any windows or glass. The children and counselors will then sit on the floor with their hands poised over their heads. Covering your head will help with falling debris during a storm/tornado.
- ❖ Be ready to move quickly if flooding should happen with heavy rains that sometimes occur after a tornado.
- ❖ Remain in the safe area until the all clear from the weather station or the Administrator calls with it.
- ❖ When it is safe, take roll call immediately to make sure all are accounted for.
- ❖ Children will not be released to parents until we feel it is safe.
- ❖ Children may then be signed out by their parents.

Lockdown Procedures

Lockdown procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to persons inside the Cotton Creek school building.

- ❖ The principal will issue a lockdown notification (if the principal has already left or is not in the building yet, this may be ordered by whoever thinks there is a threat)/procedures by announcing a warning over the P.A. system, by sending a messenger to each classroom, or by sounding bells.
- ❖ P.A. announcement may be a code word or basic alert stating there is a situation.
- ❖ Supervisors or Counselors will grab the Club book & a phone while directing all students, if still indoors, to the closest open classroom. Immediately lock the door and make sure everyone is down away from the door and all windows.
- ❖ Cover all windows if possible, including the door window.
- ❖ If children are outdoors on the playground, direct the children to run to the Lutheran Church adjacent to the school.
- ❖ No one will be allowed to leave the room or the Church until the authorities or the Principal has given the all clear.

Fire Evacuation Procedures

- ❖ If the fire alarms go off, fire and or smoke is seen, or a seriously strong gas odor is detected, do the following:
- ❖ The Club Supervisor should pull the fire alarm and or call 911.
- ❖ If children are indoors, line up children as quickly and quietly as possible, and grab the Club book and phone. Go outdoors past the playground using the exit chart on the wall in the school cafeteria. Nothing else should be taken with them. Get out and stay out!
- ❖ If children are already outdoors, quickly line up outdoors for roll call and then stay there.
- ❖ The Club Supervisor will then do a head count and make sure all are accounted for.
- ❖ No one should re-enter the building. If someone is missing, please make officials aware of this. DO NOT go back into the building.
- ❖ This is where all will stay until a Fire Department or Principal has given the all clear.

Medical Emergency

- ❖ If someone should get seriously ill or injured, the Club Supervisor in charge will determine if an ambulance is needed. The Club Supervisor will assign someone to call 911, and the Club Staff member stays on the line near the child or adult who needs help. The Club Supervisor will also perform CPR if needed and follow any instructions from 911.
- ❖ The Club Supervisor will then direct another Club Staff member to go wait outside the School to direct the Police and Ambulance.
- ❖ The Club Supervisor will then contact the parents or the emergency contact if it is an adult. Keep going down the list until you get ahold of someone. Employee emergency contacts are kept in the Club book.

- ❖ While the above is being done, the rest of the Club Staff should keep all children away from the injured or ill student. Children should all go indoors if outdoors, and all should be directed to sit at their perspective tables with a quiet activity. Reassure the others who need comfort at this time.
- ❖ It is imperative that we try to keep privacy for the student ill or injured, as well as if it is an adult who is ill or injured. Keep students away and occupied.
- ❖ If the child has to go in the ambulance and parents have not arrived, the Club Staff who has been with the child will then ride in the ambulance with the child.
- ❖ The Club Supervisor will then fill out an incident report once everyone has been taken care of and back in place.

ALICE SCHOOL SAFETY PROTOCOLS

All Wauconda School District teachers and staff use ALICE as part of their school safety protocols. The safety protocol called ALICE was implemented in the unlikely event of an armed intruder in one of our school buildings. This training encourages staff and students to respond based on their situation, rather than rely on centralized instructions in dynamic times of crisis.

ALICE is a federally endorsed safety protocol. The letters ALICE stand for Alert, Lockdown, Inform, Counter, and Evacuate:

Alert – inform people of the threat, giving as much information as possible.

Lockdown – Students and Staff can choose to lock down and barricade the room that they are in if they determine that it is not safe to evacuate.

Inform – pass on as much information as possible to others and First Responders, including contacting 911.

Counter – an effort of last resort, if an armed intruder can get into the space that they are in; students are being trained to use every effort to stop the intruder instead of being passive victims.

Evacuate – If it is safe to do so, all are encouraged to evacuate the building and remove themselves from the threat.

Under ALICE training, staff and students are oriented to different options to respond to a school intruder who is intent on harming. In certain circumstances, the “lock the door and hide” strategy might be appropriate. In some cases, the teacher and students might take precautions to barricade the entrance(s) of the classroom. Under certain conditions, it might be the best decision for the teacher and students to flee the building. ALICE intends that the strategies we provide will increase the chances that our staff and students might survive if a terrible circumstance of an armed intruder ever were to occur.

STUDENT & PARENT REUNIFICATION

Club follows the Standard Reunification Method (SRM), which is the same method as the Cotton Creek Elementary School.

Circumstances may occur at the Village Hall or the School where Club is held that require parents to pick up their students in a formalized, controlled release or dismissal from a location other than their child's Club location. This process is called Reunification and may be necessary due to weather, a power outage, hazardous materials, or if a crisis occurs. The Reunification method is a protocol that makes the process more predictable and less chaotic/confusing for all involved.

Reunifying kids with their parents or legal guardians in the aftermath of an emergency is very important and requires planning for the emergency to ensure everyone is safe. Accomplishing this goal requires the efficient, coordinated use of resources and efforts from across the entire community (including Island Lake Village personnel, School District personnel, local law enforcement, Fire, and Emergency Management officials).

WHAT CAN I DO BEFORE THIS HAPPENS TO PREPARE?

Parents should always make sure to keep their emergency contact information up to date with Club and the school so notifications will be made to you promptly. **ALWAYS** bring your identification when you will be picking up your kid(s).

NOTIFICATIONS

Parents may be notified in many ways. We may send out automated phone messages, emails, or website postings – usually multiple messages to keep you updated to this event. **ALWAYS BRING YOUR ID**. Also make sure that your personal information such as phone numbers and email addresses are all up to date so you will receive these messages. Please do not call the Village Hall or the School.

PARENT/GUARDIAN EXPECTATIONS

If a parent or guardian is notified that reunification is needed, there are some expectations that parents or guardians should be aware of. Do not go to the Village Hall or the School - students will not be released from the Village Hall or the School. Do not call the Village Hall or Club - the staff will be involved with transporting the kids. Always bring identification to the reunification site. Reunification is a process that protects both the safety of the kids and provides an accountable change of custody from Club to a recognized custodial parent or guardian. We cannot release kids to anyone who is not listed on the Emergency Contact information.

WHAT IF THE PARENT CANNOT PICK UP THEIR STUDENT?

When a parent cannot immediately go to the reunification site, students will only be released to individuals previously identified on the student's Emergency Contact List. Otherwise, we will hold students until parents can pick up their children.

WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a kid may not be allowed to remove a vehicle from the parking lot. In this case, parents will be advised to pick up their kid(s) at the reunification site.

REUNIFICATION FORMS

For parents, there are a couple of steps. If a parent is driving to the reunification site, greater awareness of traffic and emergency vehicles is advised. Parents should park where instructed to park by officials at the reunification site. Do not abandon your vehicle. Go to the reunification “check-in” area and form lines based on the first letter of their kid’s last name (if you have multiple children, you can check them all out in one line). Have your identification with you. While in line, parents will be asked to fill out a reunification form. This form has two parts and will be separated by Club staff during the process. Parents are asked to complete all parts of the form for each kid they are picking up.

BRING ID TO CHECK-IN

During check-in, identification and custody rights are confirmed for every kid. The form is separated and handed back to the parent. From the “Check-In” area, parents are directed to the “Staging” area. There, a runner will take your form and go to the Children’s Assembly Area to retrieve the kid(s). Parents should be aware that in some cases, they may be invited into the building for further information.

INTERVIEWS AND COUNSELING

In some instances, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled inside for emergency or medical information. Please understand that this process will take time, and we will work to ensure that everyone is delivered safely to their parent or guardian.

PARENT & KID SAFETY & SELF-HELP LINKS

Illinois Department of Children & Family Services -- (DCFS Hotline) -- DCFS has the primary responsibility of protecting children through the investigation of suspected abuse or neglect by parents and other caregivers in a position of trust or authority over the child. Call the 24-hour Child Abuse Hotline at **800-25-ABUSE (800-252-2873 or TTY 1-800-358-5117)** if you suspect that a child has been harmed or is at risk of being harmed by abuse or neglect. If you believe a child is in immediate danger of harm, call 911 first. Your confidential call will not only make sure the child is safe, but also help provide the child’s family with the services they need to provide a safe, loving, and nurturing home.

Suicide Prevention Hotline -- **Call or Text 988**. No matter what problems you are dealing with, we want to help you find a reason to keep living.

See Something Say Something -- is monitored 24/7 by SAFE2HELP ILLINOIS. Reports are confidential and can be made via phone (**844-4SAFEIL**), Text “**SAFE2**” (**772332**), or in the APP store. If this is an Emergency, contact 911.

National Runaway Safe Line -- By calling **1-800-RUNAWAY or 1-800-786-2929**, you will immediately share your story with a compassionate person and build a plan together.

Internet Safety and Cyber Bullying Safety Tips:

6.235 E2 Internet Safety.pdf / **Social Media Dangers Official Trailer — Childhood 2.0**

Need Help? Call 211. 211 is an easy-to-remember, 24-hour information and referral helpline designed to reduce time and frustration by acting as a central access point to the health and human services in Lake County. Click here for more information in [English](#) and [Spanish](#).

What Is Human Trafficking?

Human trafficking occurs when a trafficker uses force, fraud, or coercion to control another person to engage in commercial sex acts or solicit labor or services against his/her will. Force, fraud, or coercion need not be present if the individual engaging in commercial sex is under 18 years of age. Please click here for more information or to access the National Human Trafficking Hotline at

<https://humantraffickinghotline.org/en>

I/We _____,

The parent(s) / legal guardian(s) of _____,

Acknowledge that I/We have received a copy of the Club Before & After School Childcare Program Parent Handbook and have been allowed to read it, ask questions about it, and understand the policies.

Furthermore, I/We agree to abide by the policies outlined in the manual.

I/We understand that the policies described in the Club Before & After School Childcare Program Parent Handbook do not create a contract between Club, the Village of Island Lake, and the parents.

Club Before & After School Childcare Program reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

1. Club Parent / Legal Guardian:

Relationship to child: _____
Print

Date: ____/____/____
Signature

2. Club Parent / Legal Guardian:

Relationship to child: _____
Print

Date: ____/____/____
Signature

Name of Child Participant: _____