



**Northbrook
Park District**

**Adventure
Campus**

2021-2022 Registration Packet

**Before and After School Care for Grades K-5
in Districts #27, #30 and #31**

Adventure Campus Registration Packet 2021-2022

The Northbrook Park District partners with School Districts #27, #30 and #31 to offer extended care—Adventure Campus—during the school year for children in grades K-5. The Adventure Campus program provides supervised activities for children before and after school. The program is structured to be recreational to offset the school day's educational activities.

To provide more care options this upcoming school year, families are able to choose a recurring schedule of one day per week and up to five days per week for the 2021-2022 school year. Typical registration procedures will be in place in future school years where first priority is given to families needing three, four or five days of care.

We're looking forward to another excellent year at Adventure Campus, providing organized activities for children before and after classes at their schools. The Adventure Campus program is run by the Northbrook Park District and is not licensed or regulated by the Department of Children and Family Services.

Adventure Campus Mission

Through engaging activities and opportunities for play, Adventure Campus enhances the school day by providing a nurturing and safe environment that allows children to discover interests and develop skills.

Adventure Campus Vision

To serve the shared communities of Northbrook School District 27 and Northbrook/Glenview School Districts 30 and 31 by being the leader in offering recreation-based extended care opportunities that meet the needs of residents.

Adventure Campus Goals

1. Foster independence by providing choices for children to participate in individual and cooperative experiences.
2. Promote social-emotional development through guided recreational games and activities.
3. Promote a healthy mind and body through participation in age-appropriate recreational opportunities.
4. Provide a variety of daily lesson plans which include time for snacks, homework, themed activities and free time.

Typical Program Day

The Northbrook Park District's Adventure Campus program is a great way for children to learn, gain self-confidence and make new friends while having fun! Program highlights include:

- Daily programming to include homework, gym/outside play, arts and crafts and board games
- Enrichment programming activities
- Qualified staff trained in safety, supervision and customer service
- Activity choices for children include crafts, activities and gym games based on a weekly theme
- Daily snack; fresh fruit and vegetables served twice per week

For questions regarding the Adventure Campus program, call 847-291-2993.

2021-2022 Adventure Campus Registration Timeline

Online Registration Now Open!

Register by Friday, July 16. Register between now and Friday, July 16. Choose from one to five-day-a-week options. Returning and New Families choose the days your child will attend Adventure Campus based on their in-person learning schedule. You are responsible for choosing an accurate schedule for your child. A child who is not registered on any given day will not be admitted to the program that day.

[Click here to watch the online registration tutorial.](#)

Click here to register.

Important Dates

Monday, August 9 at 5pm on Zoom – Parent Orientation

Encouraged for all enrolled families, the presentation will cover the Parent Handbook, alternate programming options for days off of school and allow time for questions. Orientation will be recorded and emailed to all enrolled families. A link will be emailed to all enrolled families.

Thursday, August 12 from 5-6pm at your site – Site Director Meet & Greet

Meet the Site Director and see your Adventure Campus room before the school year begins! Parents and children are encouraged to attend. Parents must supervise their children during this drop-in event.

Tuesday, September 7 – Enrolled participant schedule changes accepted based on availability for a \$25 service fee per child, per change.



Contents	
Registration Timeline	3
Online Registration	3
Important Dates	3
Sites and Times	4
Choosing your Child’s Schedule-	4
Number of Days Per Week	4
Schedule Changes	4
Early Dismissal-	4
ePACT- Required Electronic Paperwork	4
Participants with Special Needs/NSSRA	5
COVID-19 Information	5
Days Off of School Programming	5
No Program Days	5
Daily Fees-	6
Payments	6
Withdrawing from the Program	6
Frequently Asked Questions	7-8

Adventure Campus Sites and Times

	Location	AM Care	PM Care
District #27	Hickory Point	7am-8:15am	3pm-6pm
	Shabonee	7am-8:30am	3:10pm-6pm
District #30	Wescott	7am-8:30am	3:10pm-6pm
	Willowbrook	7am-8:30am	3:10pm-6pm
District #31	Winkelman	7am-8am	2:40pm-6pm

Choosing Your Child's Schedule

Choose the days your child will attend Adventure Campus based on your childcare needs. You are responsible for choosing an accurate schedule for your child. A child who is not registered on any given day will not be admitted to the program that day. Adventure Campus is only open to students who are attending in-person learning at one of the schools listed above.

You must choose a consistent schedule for your child. For example, if you only need childcare three days a week, make sure your days are the same for each week your child is enrolled. So if you select Monday, Wednesday and Friday for your three-day-a-week option, it must be those three days every week of the program.

If you are on the waitlist and the Park District offers you a spot, you have 24 hours to accept or decline the offer before the Park District moves on to the other families on the waitlist.

Schedule Changes

Requests to change the days of the week or the number of days per week your child is attending are based on availability. A service fee of \$25 for each change per child will be applied.

Schedule reductions that are accepted will adjust future payments. If you are reducing your child's schedule for a month that has already been paid, you will be charged a \$25 service fee per child, then the difference will automatically be applied to your following month's payment. Refunds will not be given.

Early Dismissal

The daily fees include Early Dismissal Days at District #30. On Early Dismissal Days, fees cover care for your child from the time of the early release through 6pm. Pick up your child anytime. (if they're not going on field trips) Inform your Site Director if your child will not be attending the Early Dismissal Day. Children must be enrolled for the specific day of the week to be eligible for care.

ePACT – Required Electronic Paperwork

The Northbrook Park District uses ePACT to securely collect and manage critical emergency information. ePACT replaces the need to fill out multiple paper forms and ensures we have the most up-to-date and accurate contact and medical information in case of emergency. Your child's profile through ePACT must be submitted before their first day of attendance at the program.

Participants with Special Needs/NSSRA

Inform the Park District about any medical condition(s) or special need(s) that require staff attention during registration. If a child has an aide or companion during the school day, the Park District recommends the same for Adventure Campus participation. The Park District works closely with Northern Suburban Special Recreation Association (NSSRA) to ensure students with special needs receive proper attention. If you wish to discuss support options, contact NSSRA Liaison Nancy Eschker at 847-291-2995.

COVID-19 Information

The Northbrook Park District follows guidelines set by each school and align with Federal, State and local authorities regarding COVID-19 protocols.

Days Off of School Programming

When students have full-days off from school, the Park District has several programming options available for an additional fee. More information will be available August 9 at the Parent Orientation.

No Program Days

Adventure Campus will not be in session and no alternate programming will be available on the following dates:

September 6 – Labor Day

November 24-26 – Thanksgiving Break

December 24 – Christmas Eve

December 31 – New Year's Eve

May 30, 2022 – Memorial Day

School Days Off Activities – School's Out Fun (Ages 5-12)

Sign up for supervised activities from 8:30am-3:30pm for children on school holidays. Children should wear gym shoes. Registration is first-come, first-served and closes one week prior to the event. Pick up and drop off occurs at the Leisure Center except for the December 17 date. Provide a nut-free lunch.

All Districts: Tuesday, September 7

	Time	Code	Fee
	9am-3pm	16551	\$59
AM Care	7am-9am	17073	\$9
PM Care	3pm-6:30pm	17074	\$15

District 27: Thursday, October 21

	Time	Code	Fee
	9am-3pm	16567	\$59
AM Care	7am-9am	17079	\$9
PM Care	3pm-6:30pm	17080	\$15

All Districts: Thursday, September 16

	Time	Code	Fee
	9am-3pm	16552	\$59
AM Care	7am-9am	17075	\$9
PM Care	3pm-6:30pm	17076	\$15

District 27: Friday, November 12

	Time	Code	Fee
	9am-3pm	16568	\$59
AM Care	7am-9am	17081	\$9
PM Care	3pm-6:30pm	17082	\$15

Districts 27 & 31: Monday, October 11

	Time	Code	Fee
	9am-3pm	16550	\$59
AM Care	7am-9am	17077	\$9
PM Care	3pm-6:30pm	17078	\$15

District 27: Friday, December 17 Location: Winkelman School

	Time	Code	Fee
Day Only	9am-3pm	16553	\$59

Adventure Campus Daily Fees

Days off of school such as extended holiday breaks, federal or religious holidays are not charged in your Adventure Campus tuition. There are no flat-rates or annual fees. Register for 5 days a week for the best value.

The applicable rate will be applied in the event of days off from school. Example: Your child is registered for 5 days a week but if there is a holiday on Monday—the fee charged for that week will be the 4-day rate of \$10.50/\$17.50 per day.

Daily Fees		
# of Days Per Week	AM Fee	PM Fee
5 Days	\$10/day – Best Value!	\$17/day – Best Value!
4 Days	\$10.50/day	\$17.50/day
3 Days	\$11/day	\$18/day
2 Days*	\$11.50/day*	\$18.50/day*
1 Day*	\$12/day*	\$19/day*

*Available during the initial registration period for the 2021-2022 school year to offer flexibility as families transition back to typical work schedules.

Payments

The program's first monthly payment is due at time of registration and is non-refundable; all other payments are due 30 days before that month begins. Example: August payment is due when you register; September payment will be automatically charged in the beginning of August. Families are responsible for keeping a current credit card on file through their online account. A schedule of charges will be provided to you at time of registration. If you prefer to pay with a different payment method, payments must be received before automatic payments are processed. Delinquent accounts may result in dismissal from the program.

Withdrawing from the Program

Call 847-291-2995 to begin the withdrawal process. Future payments will be stopped. Refunds will not be issued. All withdrawal requests must be made prior to an automatic payment being processed. Withdrawals are subject to an administrative fee of 10% of the remaining balance owed to the program.

Adventure Campus Frequently Asked Questions

What does a typical day look like?

Upon arrival at the Adventure Campus room, attendance is taken. The Site Director will have announcements informing participants of the daily activity plan. Children will receive a nut-free snack and have time to complete their homework. Gym games, indoor and outdoor activities and arts and crafts are all pre-planned based on a weekly theme. Participants choose to take part in different activities throughout the day.

How are the staff trained?

All staff go through extensive training prior to beginning the school year. Training topics include safety, child accountability, supervision, first aid, bullying, appropriate discipline, emergency situations and customer service. All staff attend an annual Risk Management training and are CPR and AED certified. All staff are required to attend trainings throughout the school year. In addition, staff are mandated reporters and trained in concussion recognition.

What snacks do you offer?

Adventure Campus is a nut-free environment. Examples of snacks offered at the program include fresh fruit and vegetables, apple sauce, yogurt, fruit snacks, Goldfish crackers, string cheese, Cheez-It crackers, freeze-dried fruit and fruit cups. Each site provides a snack calendar for the week to keep children and parents informed on what snacks will be served. Children may bring snacks from home if the snacks are nut-free.

What if my child won't be attending for the day?

You must contact both the school and Adventure Campus. Adventure Campus can be contacted by the phone number and email that will be provided to you in August. You can also notify the site in person in regards to a future absence (i.e. my child will not be attending this Friday, they will be taking the bus home). We do not prorate for missed days.

Can someone else pick up my child?

All authorized pick-up names must be listed on your child's ePACT profile, which is an electronic software program that replaces paper forms. We cannot accept verbal authorization. However, written authorization is accepted using any of the following methods: handwritten note, email or text message. The authorized pick-up person must present a photo ID at the time of pick-up. We will not release a child to a person that is not designated as a pick-up person.

What if my child has an allergy or needs medication?

Parents must fill out the Permission to Dispense Medication Form and/or the Allergy Action Plan, within their ePACT profile. Once the information is received, the parent will provide the Site Director with medication, which will be kept on-site in a medication lock box. Adventure Campus must have their own supply of a child's medication. Due to the unique program hours, medication from the school is not available to Adventure Campus.

Days Off from School, Half Days and Closings **What are Early Dismissal Days?**

Early Dismissal Days are when District #30 has a half day of school. Adventure Campus fees include care for those days. Please refer to your specific Adventure Campus school calendar (dates subject to change). Children must be enrolled for the specific day of the week to be eligible for care. At this point District 31 does not anticipate doing Monday early dismissal for next year, however, the circumstances may change.

Are there holidays that programming is not available?

Adventure Campus and alternate programming are not offered on certain days. See page 5 for dates.

Adventure Campus Frequently Asked Questions Continued

What programming is available for days off of school?

Additional programming is offered on select days when a school is closed for a full day (i.e. extended holiday breaks, federal or religious holidays). For more information, view our program guide at nbparks.org.

What happens if school closes due to inclement weather?

We follow the school schedule. If the school is canceled due to inclement weather or other circumstances, Adventure Campus will be canceled. If a school cancels mid day, there will be no PM care. If a school has a late start, there will be no AM care.

Registration and Billing

How do automatic payments work?

All families are required to provide a credit card and agree to a monthly payment plan, or pay the balance in full, in advance. Payments will be automatically processed for the next month of service 30 days prior. A schedule of automatic payments will be provided to you at time of registration. Example: September fees are charged in the beginning of August.

Note that your monthly charges will differ due to the varying number of days in session for each month.



Adventure Campus

**Thank you for choosing the Northbrook Park District.
We look forward to serving you and your family.
We welcome your suggestions.**