



This latchkey program is for children enrolled in East Peoria District #86 schools. The program is held at the Fon du Lac Park District Administration Center. The facility and program is not licensed or regulated by DCFS but is insured by IPARKS and inspected by Tazewell County Health Department.

PROGRAM OVERVIEW

FEIN# 37-6002148

MORNING HOURS: 6:30am until bus arrival

AFTERNOON HOURS: School dismissal until 6:00pm/ ½ days until 5:30pm

GRADES: Kindergarten - 5th grade

FEES: \$11.00 per morning | \$11.00 per afternoon
(\$110.00 for one child per week am & pm)

A Registration Fee of \$25.00 per child is due at the time of registration for the school year 2024 - 2025.

Early Dismissal Fees: \$11.00 per morning | \$15.00 per afternoon

MORNINGS: Kids Connection **opens at 6:30am**. The school bus picks the children up from our building.

AFTERNOONS: After school, the bus drops off the children at our building. A snack is provided in the afternoon. The children are grouped by grade level and have the opportunity to participate in play, games, gross motor activities as well as homework time.

Fon du Lac Park District Administration Center 201 Veterans Drive • East Peoria, IL 61611

(309) 699-4813 Direct Line | (309) 699-3923 Administrative Office | (309) 699-3419 fax

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PROGRAM OVERVIEW CONT...

REGISTRATION: New registrations must be received at the Latchkey office no later than **5:30pm on Wednesday** prior to the up-coming week. We need enough time to enter everything into the computer.

PAYMENT: Payment for children who are already enrolled in Latchkey is **due no later than 6:00pm on Friday if done in person prior to the up-coming week. Online payments are due by 11:59am on Sunday.**

Payments made any time AFTER Sunday at NOON will be charged a \$15.00 late fee.

SUBSIDY PARTICIPANTS: Due to State of Illinois policy changes – the Park District Latchkey Program must receive full payment from those eligible for Child Care Assistance Program reimbursement. Once the Park District receives its State Payment, we will issue a refund to those that are eligible. More information is on the Registration Form.

ALL DAY PROGRAMS: We do offer all day programs on most days when school is not in session (enclosed). A sack lunch is required. Early registration and payment are required as well. **6:30am - 5:30pm / \$45 per child**

PROGRAM GUIDELINES

PAYMENT INFORMATION:

Due to District #86 busing policies, payment is due **no later than Friday in person or Sunday by 11:59am online. NO payments can be made online after 12:00pm Sunday.** The bus company must have a current list of Latchkey children's names every Monday morning from us. Failure to make your payment on time could lead to your child not being able to attend latchkey for that week.

On payment day, you will need to fill out our weekly attendance form telling us your schedule for the up-coming week. Turn this form in with payment.

Once you fill out your schedule for the up-coming week, you will not be able to switch days or add days. Make sure you are aware of what days you need when you fill out the half sheet.

Your child must be registered, and payment received before your child attends Latchkey that week. We accept Cash, Check, and VISA/MASTERCARD/DISCOVER.



Online payments can be made using the [DaySmart Recreation App](#)

Online registration is due no later than SUNDAY by 11:59am. If not paid on time, payment will be done in person with a \$15.00 late fee added.

There are no refunds issued for this program if child is sick or misses days. Credit toward future days/weeks is not given either.

If you are planning on claiming our Latchkey Program on your income taxes, it is your responsibility to keep track of payments made. We will give you a receipt each time a payment is made upon request.

PROGRAM GUIDELINES CONT...

DROPPING OFF & PICKING UP:

Doors open at 6:30 a.m. You must walk in with your child to sign in. Each child must be signed out in the afternoon. No one under 16 years old will be allowed to sign your child in/out.

Signing in/out, having your I.D. ready and having current up-to-date emergency forms are all safety precautions for the children. It is not to offend anyone. It is for safety reasons. If you need someone other than yourself to pick up your child, let us know. Also, if the person is not named on the registration form, we will need written permission from you. Please make sure that person has a picture I.D. when coming to pick up your child.

LATE FEE (after 6:00pm on regular days & after 5:30pm on ½ days or All Days)

All children must be picked up by 6:00pm on regular days or 5:30pm on ½ days or All Days. **After the designated pickup time a \$2.00 per minute per child fee will be due at time of pickup.** After 15 minutes, we will contact the police concerning the situation. **If this becomes a chronic problem your child will be dropped from the program.**

TRANSPORTATION & AFTERNOONS:

District #86 transports the children to and from school. Once your child is scheduled to ride the bus to and/or from school to our facility, they cannot ride a different bus. If your child is not scheduled to attend latchkey in the afternoon, you will need to pick up your child at school. It is your responsibility to let the teacher know that your child will be a car rider that day. (Your child cannot have two different bus schedules. Example – M, W, F ride to latchkey and on T, TH ride the bus home)

Your child cannot ride the bus to our facility if he/she is not scheduled to attend the Latchkey Program.

Parents cannot drop their child off here in the afternoon for convenience. The bus must drop off your child in the afternoon. **If your child gets suspended from school or the bus, your child will not be able to attend Latchkey during the suspension.**

Once your child is picked up from Latchkey, your child may not return for that afternoon. (Example – parent cannot pick up child for dentist appointment and then return to Latchkey)

ATTENDANCE:

If your child is scheduled to be at Latchkey but is sick and not attending be sure to call. This is especially important in the afternoon when the bus drops off the children and we are expecting your child to be here. **If your child is sent home from school for any reason such as sickness or discipline reasons, then your child cannot attend Latchkey until child is well or the school allows your child to return.**

MEDICATIONS:

Please make sure all information is current on the registration form regarding your child's medical conditions and medications. If our staff must administer your child's medication during the day, medication must be in a prescription bottle with a doctor's note.

SICKNESS:

If your child is not feeling well, please do not send your child to Latchkey. A body temperature of 99 degrees or higher is considered a fever. Parents will be notified if this occurs, and the child must be picked up as soon as possible.

PROGRAM GUIDELINES CONT...

DISCIPLINE:

Children are expected to have cooperation skills, self-control and respect for others. Unacceptable behavior such as bullying, bad language, fighting, and talking back to counselors will be dealt with immediately.

The program director will inform parents if any disciplinary action was taken along with a written explanation of the behavior that parent must sign.

In situations of behavior that the Park District considers extreme, your child may be suspended and/or dismissed from the Latchkey Program immediately without prior written or verbal warnings. **Dismissal from the latchkey program also includes dismissal from our summer camp program for one year.** No refunds are issued in these cases for future days or weeks paid.

FAMILY-CUSTODY SITUATIONS:

The parent that registers their child for Latchkey is responsible for payment. That parent is also responsible to add/cancel any persons on the registration form when situations arise. If there are custody papers that pertain to your child while attending our program, we request a copy of those papers.

ELECTRONIC DEVICES:

No electronic devices from home can be brought or used at our Latchkey Program.

SURVEILLANCE CAMERAS:

We have video cameras installed in the hallways, lobby area and latchkey rooms. This feature enables us to monitor activity, provide documentation, and give a sense of security when your child is attending our program.

INCLEMENT WEATHER:

If District #86 closes school due to inclement weather, Latchkey will be closed as well. If the announcement is made after Latchkey opens at 6:30am, we will stay open until 10:00 AM. If school is cancelled before Latchkey opens, credits will be given for that day.

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