

2026

SCHAUMBURG PARK DISTRICT

KASPER Summer Camp Family Handbook



MONDAY, JUNE 1ST – FRIDAY, JULY 31ST

FAMILIES ARE RESPONSIBLE TO ABIDE BY ALL CONTENTS OF THE KASPER HANDBOOK



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KASPER CAMP INTRODUCTION

Dear KASPER Camp Families,

Thank you for choosing the Schaumburg Park District for your children's summer camp experience. On behalf of the KASPER staff, we're happy to welcome you! We look forward to providing a summer filled with safe, engaging, and enriching activities that encourage personal growth, build confidence, and create lasting memories.

Throughout the summer, your child will have opportunities to enjoy the outdoors, learn new skills, build meaningful friendships, and express their creativity. Our goal is to create a supportive and respectful environment that values each child's individuality while helping them grow. Everyone is welcome!

Safety and supervision remain our top priorities, ensuring a positive and secure experience for all participants.

This family handbook outlines the policies, procedures, and guidelines that help make our camp safe and successful for all KASPER camp participants. Please take some time to review it and keep it for reference throughout the summer.

If you have any questions or concerns, feel free to email us at kasper@parkfun.com or call our office at **(847) 252-2888**.

Sincerely,

Anna Schuld and Heather Wiers

Contact Information

Office Hours: 9:00AM – 5:00PM Monday thru Friday

Office Phone: (847) 252 – 2888

Mailing Address:

Schaumburg Park District

Attn: KASPER PROGRAM

505 N. Springinguth Rd. Schaumburg, IL 60194

KASPER Administrative Staff

Anna Schuld/Assistant Superintendent of Education Services

anschuld@parkfun.com

Heather Wiers/Assistant KASPER Manager

hewiers@parkfun.com

Rebecca Much/Community Outreach and Enrichment Supervisor

remuch@parkfun.com

Darshanay Jackson/Administrative Office Support

dajackson@parkfun.com

Please Note:

- Schaumburg Park District reserves the right to cancel any program due to low enrollment and/or a change in government regulations. Enrollment minimum is ten participants per program.
- Information that is handed out at your child’s program site will be delivered to the person signing your child in/out. This includes disciplinary notices, late pick-up notices, and correspondence from the office.
- Please remember to update your child’s ePACT account of any contact numbers or e-mail address changes. If staff are unable to reach a parent or legal guardian using the telephone numbers listed in their account, your child may be dropped from the program. This policy is in place to ensure the safety of your child.
- The KASPER program is a license exempt child-care program and is not licensed through the Department of Children and Family Services (DCFS).
- **PHOTOS/VIDEOS:** Registrants and participants permit the taking of photos and videos of themselves and their children during Park District activities for publications and use as the Park District deems necessary.

E PACT INFORMATION

What is ePACT?

ePACT a secure online system designed to help organizations in your community support you and your family in any type of crisis. ePACT is a tool that organizations like Park & Recreation Departments, YMCAs, sports associations, schools, daycares, employers, and municipalities use to collect important emergency information.

Receiving a Request for the first time

1. Your organization will send you a request for each child participating in their program for this year or season.
2. Click on Complete Request to get started and create an account.
3. Add your name, choose a password, and accept our Terms of Use and now you’re ready to go!
4. Read the instructions carefully and click on “Getting Started.”
5. Answer questions on each step. Those with an * are required. Ensure all the steps have a checkmark.

Add Additional Documents

1. You can upload additional documents like immunization records, custody orders or one of your organization's custom sheets like Medication Administration forms.

Add Your Initials and Signature

1. Add your initials to each waiver (or agree by checkbox) and add your signature.
2. Click on the “Share” button to complete the process!
3. **ePACT Support:** Have questions or feedback?

Please contact help@epactnetwork.com or call **1-855- 773-7228 ext. 1** to speak with ePACT’s Customer Success Team.

KASPER SUMMER PROGRAM LOCATIONS, HOURS AND COMMUNICATION WITH STAFF

Summer Camp begins on Monday, June 1st and ends on Friday, July 31st

- 9 Weeks Total
- Hours: 7:00AM to 6:00PM
- There will be no camp May 30th, June 19th, July 3rd and August 3rd – 16th

To contact KASPER staff during program hours, call or text the following numbers:

KASPER Site Location	Phone Number	Address
CRC K – 1 st	(224) 762 – 4594	505 N. Springinsguth Road (Upstairs – Community Room)
CRC K – 1 st	(224) 762 – 4586	505 N. Springinsguth Road (Downstairs – Enrichment A)
Bock 2 nd – 3 rd	(224) 762 – 4603	1223 W. Sharon Lane
Blackwell 4 th – 5 th	(224) 762 – 4417	345 N. Walnut Lane
Hale 2 nd – 5 th	(224) 762 – 3210	1300 W. Wise Road
Hoover 2 nd – 5 th	(224) 762 – 3213	315 N. Springingsguth Road
Dirksen 6 th – 8 th	(224) 762 – 4654	116 W. Beech Drive

Parents/guardians must return phone calls left by their child’s camp Site Coordinator or the KASPER Office within 30 minutes. Failure to do so will result in your child being dropped from the program. The KASPER program must be able to always reach parents/guardians during program hours.

2026 Camp and Pool Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
CRC Room A K & 1 ST	ON-SITE	SWIM	SWIM	FIELD TRIP	SWIM
CRC Community K & 1 ST	SWIM	SWIM	ON-SITE	FIELD TRIP	SWIM
Bock 2 ND – 3 RD	SWIM	FIELD TRIP	SWIM	ON-SITE	SWIM
Blackwell 4 TH – 5 TH	SWIM	SWIM	FIELD TRIP	ON-SITE	SWIM
Hale 2 ND – 5 TH	SWIM	SWIM	ON-SITE	SWIM	FIELD TRIP
Hoover 2 ND – 5 TH	SWIM	ON-SITE	FIELD TRIP	SWIM	SWIM
Dirksen 6 TH – 8 TH	FIELD TRIP	SWIM	SWIM	SWIM	ON-SITE

KASPER ARRIVAL AND DEPARTURE

KASPER summer camps are held at District 54 Schools, Bock Neighborhood Center and the Community Recreation Center from 7:00 AM to 6:00 PM.

Friendly Reminders:

- Children must be walked into KASPER and signed in daily using the site iPad. We do not offer curbside check-in/out.
- Please allow for additional time in your schedule to accommodate the daily arrival and departure process.
- For the safety and consistency of all participants, parents/guardians will not be permitted to drop off or pick up children at offsite locations, including field trip destinations and district swimming pools.
- Please ensure you arrive on time for field trips. Buses will depart at the scheduled time, and campers who miss the bus will not be able to remain at the site. Children CANNOT be dropped off directly at the field trip location or district pools.
- Children DO NOT need to be called out absent from summer camp.

ON-SITE VISITS

When a legal guardian/pick-up person arrives at site, they are to sign the child out and leave with the child. KASPER does not allow on-site visits to the program.

AUTHORIZATION FOR PICK-UP

Only individuals authorized in your child's ePACT account will have access your child while they are under the care of Schaumburg Park District. These are the only people permitted to sign your child out. Legal guardians or authorized pick-up persons must **present a valid photo ID**. Schaumburg Park District will not release your child to anyone not authorized. In emergency situations, if you need someone not listed in your child's ePACT account to pick them up, please notify your child's Site Coordinator using the provided cellphone number.

Please Note: Failure to sign your child into the program or out of the program will result in your child being dropped from the program.

LATE PICK UP

Legal guardians will be charged \$1 for every minute after 6:00 PM. We adhere to the clock at your child's camp.

It is the responsibility of the parent/guardian to ensure that the Park District always has current contact information for their child's emergency contacts.

If a child has not been picked up within ten minutes of the program's end, staff will make attempts to contact the legal guardian(s) and/or emergency contacts listed in the ePACT account. If no contact is made within 30 minutes and all emergency contacts are unsuccessful, staff will notify the police department. The child will then need to be picked up at the Schaumburg Police Department. Failure to pick up your child in a timely manner is considered child abandonment. In case of an emergency, please contact the building where your child is attending, so staff are aware of the situation.

Five late pickups will result in the child being dropped from the program.

Please note: Fee must be paid within five days of receipt to avoid suspension. Schaumburg Park District does not send out invoices for late pick-up fees.

- For families with credit on their SPD account, the late pick-up fee will be deducted from the account credit total.

PROGRAMMING – ACTIVITY ZONES

KASPER provides a variety of activity zones throughout the day at each summer camp location. Children will have the opportunity to swim three to four times per week at the Schaumburg Park District indoor and outdoor pools. Because swim days and times may vary, please send your child with swimwear and a towel each day.

Most of the day will be spent outdoors, where children can participate in organized games and sports, enjoy crafts, stay active, build friendships, and create lasting memories. Children are encouraged to take part in group activities and to help clean up after themselves.

Parents/guardians are responsible for checking the daily schedule including field trip departure and arrival times which will be posted at each site location.

Activity Zones

1. **Sky Zone** (Outdoor recreation and relaxation)
2. **Rec Zone** (Active area with organized active games, sports, Lego's, board games, cards, etc.)
3. **Snack Zone**
 - Comfortable place to sit and enjoy a snack from home.
 - Children can eat at any time during the program.
 - Please send a lunch, water bottle and separate snack daily
4. **Relaxation Zone** (Quiet area for reading, journaling, and reflection)
5. **Artistic Zone** (Open art and guided projects)

Walking Trips – From time to time, the camps will take short walking trips away from the camp location to visit nearby parks and trails and explore nature.

OFF SITE ACTIVITIES

KASPER camps will be scheduled for weekly field trips throughout the summer. All children need to wear their camp T-shirts and appropriate shoes on all field trips. The costs for all activities are included in the weekly camp fees. Policy prohibits children from bringing money for individual spending. Campers will not be allowed to purchase from the vending machines, concessions at Park District pools or make purchases on field trips. Please feel free to send additional snacks from home with your child. Reminder: Children *cannot* be signed in or out from field trip locations.

Please Note: Schaumburg Park District vehicles will be used when transporting children.

LUNCHES AND SNACKS

All campers are required to bring their own nutritious, protein-filled lunches each day, along with individual snacks. Lunches and snacks should include any necessary plastic utensils for the camper to enjoy their food. Please note that we do not refrigerate or heat up lunches. If the camp is scheduled for an off-site field trip, please send lunch in a disposable container. We understand that mornings can be rushed, so if you'd like to send your child with breakfast or a morning snack to eat at camp, feel free to do so.

Please plan on packing extra healthy, fueling snacks for your camper each day. **If your child has any dietary restrictions or food allergies, please bring it to the attention of the Site Coordinator. This restriction should also be noted in your ePACT account.** Appropriate cleaning and sanitation standards will be practiced during lunch times. Please remind your child that it is strictly forbidden to share food with other campers.

SUNSCREEN

Sunscreen permission forms must be signed through your ePACT account before attending camp. **All campers are required to supply their own sunscreen**, and this must be provided the first day of camp. Please make sure to clearly label each bottle with your child's name. Without sunscreen, your camper's activities will be restricted to indoors or in a shaded area (if available) - no exceptions. Sharing of sunscreen is not allowed.

Reapplication reminders and breaks will occur throughout the day. Campers are allowed to wear white t-shirts or sun blocking shirts at all district pool locations.

TOILET TRAINING

All children enrolled in KASPER must be toilet trained. If a child has a bathroom accident, a parent/guardian will be called to bring a change of clothes (may include shoes) to the program within 30 minutes. If a parent/guardian cannot be reached, the emergency contacts will be called. More than 3 incidents will result in the child being dropped from the program.

SWIM TEST

Lifeguards at the Schaumburg Park District pools will test each child before he or she is allowed to enter the water. If a child does not pass the swim test, they will be limited to a restricted area and be required to wear a red wristband. If you do not wish for your child to swim or take the swim test, please notify you're the staff at your child's site.

Campers may only wear Coast Guard–approved flotation devices at all District pool locations. Each location also has additional life jackets available for campers to use if needed. **Please note:** K – 5th grade campers are not allowed in the diving well at Meineke Pool.

PROGRAM ATTIRE AND PERSONAL BELONGINGS

Campers should be dressed appropriately for the weather. Gym shoes must be worn daily to ensure full participation in activities. For visits to pool facilities, children must wear a swimsuit to swim. Please send a labeled water bottle (no glass) with your child each day to camp. To encourage independence, all children should bring a backpack or bag to store their belongings, and any projects created at camp. Be sure to label all your child's belongings, including clothes, shoes, backpacks, water bottles, books, lunch boxes, etc. The Schaumburg Park District is not responsible for any lost, damaged, or stolen items. We ask that your child leave all personal belongings at home.

- **NO electronic devices are allowed.**

The use of cell phones/smart watches are not permitted during the camp day.

- **NO personal toys/games are allowed.**
 - **Exceptions:** Novels and Books

ADA AND SPECIAL ACCOMMODATIONS

The Schaumburg Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels. If your child requires special accommodations while attending the program, Schaumburg Park District will work with your family in cooperation with Northwest Special Recreation Association (NWSRA) to assess any modifications that may be needed to successfully participate in KASPER. These accommodations could include observations, additional training for park district staff, adaptive materials and equipment, or aide assistance for the program.

NWSRA and its member park districts believe all individuals should be provided with leisure opportunities that allow for performance at their highest level of ability in the least restrictive environment while maintaining safety and confidentiality. Requests for inclusion services **should be made during the registration process**. Please contact the KASPER Manager at anschuld@parkfun.com, as well as, noting any pertinent information on your child's ePACT account to help ensure a positive recreational experience.

Our Goal: Safe participation by children with all abilities.



INFORMATION FOR PARENTS AND GUARDIANS – In partnership with School District 54, Schaumburg Park District has adopted *The "I Love U Guys" Foundation's Standard Response Protocol (SRP)*. Students and staff have been and will continue training, practicing, and drilling the protocol.

The **Standard Response Protocol (SRP)** is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol. The premise is simple - there are five specific actions that can be performed during an incident. The SRP is based on the following actions: **Hold, Secure, Lockdown, Evacuate, and Shelter**



Hold is followed by the Directive: "In Your Room or Area" and is the protocol used when hallways/areas need to be kept clear of occupants.



Secure is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard people within the building.



Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep occupants quiet and in place.



Evacuate may be followed by a location and is used to move people from one location to a different location in or out of the building.



Shelter is a state for self-protection during weather, hazardous materials, or another similar emergency.

For the protection of all children and staff, SPD staff have the right to refuse admittance of a child who appears too ill to attend on a given day.

If your child has a communicable infection, please notify the staff or supervisor immediately. A few guidelines to follow in determining whether you should keep your child home are:

- Children should be free of an elevated temperature for 48 hours (without medicine) before returning to camp.
- If prescribed, children should be on antibiotics for 24 hours before returning to camp to ensure they are no longer contagious.
- If matter coming from the nose is not clear in color, it is usually symptomatic of an infectious process beginning. Please keep your child at home.
- Children should be free of diarrhea for at least 24 hours before returning to camp.
- A rash may be the first sign of many illnesses. A rash or spots may cover the entire body or may appear in only one area. Do not send a child with a rash to the program until your doctor has said that it is safe to do so.

Signs of Illness while at Camp

If any child has a rash, fever or other signs of illness, the parent/guardian will be called and must pick the child up within 30 minutes. If a parent/guardian cannot be reached, staff will contact persons listed on the participant registration form as authorized to pick the child up.

If a child is injured and requires more than basic first aid, the following steps will be taken:

1. Attempt to contact parent/guardian.
2. Attempt to contact emergency listings.
3. If necessary, the child will be transported to the nearest hospital by ambulance, accompanied by a staff member. Siblings will remain at camp.
4. The Schaumburg Park District does not provide accident insurance or medical insurance to participants.

Strep/Ringworm/Impetigo/Hand, Foot, and Mouth Disease/Conjunctivitis

If your child is diagnosed with any communicable infection, the Schaumburg Park District has guidelines that must be followed before your child may return to the program. Please see your child's Site Coordinator for detailed information.

Head Lice

If your child has head lice, the parent/guardian will be called right away to pick up the child.

MEDICATION/PARENTAL PROCEDURES AND RESPONSIBILITIES

All medication must be in a current and correctly labeled prescription bottle. For children requiring medication during program hours, parents/guardians must digitally sign a written consent form through ePACT. Over the counter medications may be administered with a completed consent form, however, only new, unopened containers will be accepted. The over-the-counter medication must remain at the site until the child is no longer taking the medication. We do not transport medicine from your child's School Year KASPER location.

- If a child does not have sufficient medication onsite, the parent/guardian will be notified to pick the child up within one hour.
- Park District staff is not allowed to calculate the amount of dosages participants must take.

The parent/guardian must:

1. Complete and electronically sign the following forms on ePACT: *Permission to Dispense/Self-Administer Medication Waiver and Release* and *Medication Dispensing Information*
2. Where appropriate, provide a *Self-Administration* form from the medication prescriber (Ex. inhaler, epi pen).
3. Provide all medication to the Site Coordinator. Where appropriate, legal guardians shall count out the number of pills/tablets delivered to the Park District in the presence of Park District staff. Prescription medication must be in the original prescription bottle with label intact. Non-prescription medication must be in the original unopened bottle which includes the child's name, medication, dosage, and time of day medication is to be given. Over the counter medicine once opened at site cannot be brought back and forth from home. In cases of field trips, the parent/guardian must provide an adequate storage device for the medication, *i.e.*, an insulated bag/cooler for insulin.
4. Communicate with Park District staff regarding specific instructions for medication including self-administration where appropriate.
5. Provide a formal written plan provided by the child's physician or parent(s)/guardian(s) when applicable (which can be uploaded into your ePACT account.)

PARTICIPANT BEHAVIOR EXPECTATIONS

Our policies have been developed to help make camps safe and enjoyable for all participants. All participants are expected to always exhibit appropriate behavior, and our district insists that all participants comply with a basic behavior code.

All participants shall:

1. Show respect to all participants, staff, and volunteers. Participants should follow program rules and take direction from staff.

2. Refrain from using abusive, offensive, or foul language.
3. Refrain from threatening or causing bodily harm to self, other participants, and staff.
4. Show respect for equipment, supplies and facilities.
5. Not possess any weapons.

A positive approach will be used regarding disciplinary action. Staff will periodically review guidelines with participants during program sessions. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. **The agency reserves the right to dismiss a participant whose behavior endangers their safety or the safety of others.**

The following unacceptable behaviors will result in disciplinary action:

1. Consistent and uncooperative behavior which constitutes disregard for rules and regulations of the program.
2. Consistent insubordination and disrespect to ANY staff member, volunteer, or participant.
3. Acts which jeopardize the health, safety and welfare of themselves or others.
4. Possession of any weapons or items that may be used as weapons.
5. Theft
6. Fighting, striking, or assaulting any persons.
7. Intentional damage to or destruction of any property.
8. Continual verbal abuse, inappropriate language used, use of profanity, obscenity, racial slurs or discussion of inappropriate topics to personnel or a fellow participant.
9. Leaving the program site or any area where the program is being conducted without staff permission.
10. Possession or use of illegal substances or medications.
11. Observed bullying.

Listed above are examples of inappropriate behavior, however, they are not limited to the only behaviors that would necessitate a Disciplinary Notice.

If a participant exhibits inappropriate actions, the following guidelines will be followed:

- Verbal warning, attempt to redirect the child, and offer alternatives to the inappropriate behavior.
- A written notice will be presented to the legal guardian/pick-up person if the behavior does not improve.
- Two written notices will result in a three-day suspension. A third write-up will result in the child being removed from attending the summer camp program.
- **Families can request to schedule a meeting at any time with the Manager of Education Services/Site Coordinator.**

A child that threatens to bring a weapon or has brought a weapon to the program or threatens bodily harm toward an individual will be suspended immediately pending an investigation. Parents/guardians will be called to pick up their child and notification will be made to the Schaumburg Police Department.

If, at any time, a child's behavior threatens the safety of themselves or others, the parent/guardian will be notified and is expected to pick the child up within 30 minutes. This includes off-site locations. The Assistant Superintendent of Education Services reserves the right to review each situation on an individual basis and may eliminate steps depending on the severity of the incident.

PATRON CODE OF CONDUCT

The Schaumburg Park District is committed to providing a safe, clean, and fun environment for all participants, staff, and guests. By doing so, patrons are required to act appropriately and are to be respectful of others at all times when using Schaumburg Park District parks, facilities, and District 54 locations.

Any parent/guardian, authorized person or site personnel who display any of the following behaviors will no longer be allowed on-site:

- Harassment or intimidation using words, gestures, body language or menacing behavior.
- Verbal abuse including inappropriate language or threats to a child, other families, or employees.
- Physical contact with another individual or staff member in an angry, violent, or threatening manner (shaking, grabbing, hitting, pushing, etc.)
- Carrying or concealing weapons, firearms or devices that may be used as a weapon.
- Use or possession of illegal substances or alcohol on Schaumburg Park District or School District 54 property.
- Abuse of Park District or School District equipment supplies and property.
- Smoking and loitering inside or outside on District facilities/grounds.

If staff suspects an authorized person of substance abuse or views any act of child abuse or its effects, the police and DCFS will be notified. The staff's first responsibility is to the safety of the children.

Any violation of these guidelines may result in the following: a verbal warning, a written warning, immediate removal from the facility or suspension from Park District or School District property. The Schaumburg Park District will investigate all reported incidents on a case-by-case basis. For more information regarding the Park District's Patron Code of Conduct please refer to our website: <https://www.parkfun.com/about/code-of-conduct>

MANDATED REPORTING OF ABUSE, NEGLECT, ABANDONMENT OR EXPLOITATION

Schaumburg Park District realizes the crucial role mandated reporters play in keeping children safe and ensures that mandated reporters are aware of their responsibility to report when there is reason to suspect that a child may be abused, neglected, abandoned, or exploited. It is the policy of SPD that any suspicion or allegation of abuse, neglect, abandonment, or exploitation perpetrated against a child/youth is reported in adherence to the *KASPER Mandated Reporter of Abuse, Neglect, Abandonment or Exploitation Policy*.

Schaumburg Park District employees are considered mandated reporters under the law. Staff are not required to discuss their suspicions with parents/guardians prior to making a report to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report.

REGISTRATION AND ADDITIONAL FEES

Change in Attendance (including drops)

A fee of \$20.00 per child will be charged for each change made to your child's registration (Including drops). All changes in attendance must be emailed to the KASPER office at kasper@parkfun.com by 11:00 AM on Wednesdays. Changes will go into effect on the following Monday. Changes will not be accepted without payment. Registration for each camp week closes the Wednesday prior at 11:00 AM.

Refunds

Families wishing to withdraw from the program must notify the office 5 days prior to the last day of attendance. Refunds will be made in the method in which payment was received. Check refunds may take up to 10 business days to receive. **Credit will not be given for days not attended.**

Online Payment (applies only to Payment Plans – available upon request only)

1. Visit the website at www.parkfun.com
2. Click on blue box at the top right of the webpage labeled "Register"
3. Log into your account using the main email address for your account and enter your password. **(If this is the first time accessing your account, click the forget password link to create a new password)**
4. Once you have accessed your personal page, click on "Pay on Account" tab.

Automatic Payment

The Schaumburg Park District offers the convenience of automatic scheduled payments at no additional cost to you. All auto-pay payments will be processed on the 1st of the month. *Please call the office to set up autopay.*

Late Payment

A fee of \$20.00 per child will be incurred for payments received after the 5th of the month.

Declined Credit Cards and NSF Checks

There is a \$25.00 charge for each occurrence. Restitution needs to be made within five days or the child will be suspended from the program until the account is brought up to date. NSF fees will not be waived due to compromised credit cards; it is your responsibility to contact the KASPER office with updated information. All NSF checks must be made by cash, money order or credit card.

Outstanding Balances

Families with past due balances will be suspended from the program until the account is brought up to date. After 30 days the child will be withdrawn from the program. Eligibility to register for the 2026 – 2027 School Year KASPER program will be restricted until the account is brought up to date.

Flex Spending/State Assistance/Scholarship/Account Information

State of IL Assistance: Families receiving assistance for childcare must provide the KASPER office with a letter “Approval of Request for Child Care Payment” provided from Illinois Action for Children. This completed form must be on file with the KASPER Office a minimum of one week prior to the child’s start date. Summer requires “full time” approval by Action for Children prior to the child starting the program/or the family will be responsible for the full cost of the program.

Financial Assistance: The Schaumburg Park District KASPER program offers assistance based on a sliding fee scale. Scholarship application forms are available at the KASPER office at the Community Recreation Center or can be requested by emailing the KASPER office directly at kasper@parkfun.com. Families must re-apply each season. All required documentation must be submitted with the scholarship application for it to be processed.

Tax Information: The Schaumburg Park District tax identification number is 36-253-0442. If you need a receipt, you can access this information through your Park District account or email kasper@parkfun.com to request a receipt.