

Lititz recKids Preschool Academy Handbook 2019- 2020



**301 W Maple St
Lititz, Pa 17543
717-626-5096**

www.lititzreckids.com

34 Years of Experience Building Tomorrow's Future!

Dear Parent(s)/Guardians(s):

Welcome to the Lititz recKids Preschool Academy!

We are proud to offer an age appropriate educational experience that will encourage your child to explore and grow to his/her fullest potential. We combine learning experiences and play in a fun, safe and nurturing environment. The development of fine motor, gross motor and socialization skills are all part of this academic structured learning program. Daily activities include circle time, art, math, science, literacy, music and learning centers. Preschool Academy is operated and administered by the Child care Services Department of the Lititz recCenter, which is solely responsible for the program content and management.

We look forward to a great year with you and your child!

Lititz recKids Administrative Staff

Rachel Mayfield
recKids Admin Assistant
717-626-5096 ext 234
Reckids@lititzrec.com

MISSION

To provide children with an active, educational and enjoyable program directed by quality, state-licensed staff in a safe environment

ORIENTATION

An orientation time will be held for both preschool classes on Thursday, Sept 5 from 9-10am at the LRC. We look forward to meeting parents and Preschool children during this time. They will have a chance to interact and engage in activities, while parents get an overview of our program.

GENERAL INFORMATION

CLASS TIME: 9-11:30am

3/ 4 year old class meets Tuesday & Thursday

4/5 year old class meets Monday, Wednesday & Friday

*must be 3 by 8-31-2018 for 3/4 class

*must be 4 by 9-15-2018 for 4/5 class

All Preschool classes are held in our Preschool Room at the Lititz recCenter.

REGISTRATION FEE

Preschool registrations are taken on a first come, first serve basis. The registration fee is valid for one program session. Registration fees cover program start-up, materials, supplies, and administrative costs. Fees are non-refundable. The registration fee is \$40 per child or \$20 per child if the child is a member of the Lititz recCenter at the time of enrollment. The registration fee increases by \$20 after August 5, if space remains. The \$20 late enrollment fee is no longer in effect after Sept 16.

SCHEDULE

Preschool begins the first Monday after Labor Day, and will end the Friday before Memorial Day in May.

***There will be no adjustment to the tuition fee due to vacation or illness.**

The Preschool will follow the Warwick School District calendar for most holidays and school closings. A complete list of days that preschool will not be in session will be distributed after the school year begins. Any classes missed due to weather will be made up on designated days throughout the school year or after Memorial Day.

DROP OFF/PICK UP PROCEDURES

Please drop off your child between 8:50 and 9am. After entering the building, sign your child "in" and check their mailbox located near the entrance of the classroom. You will also need to sign your child "out" at pick up time. Pick up will be at the door on the side of the rec.

Our job is to keep your child safe. No unauthorized person will be permitted to take your child without being listed on the Emergency Contact form or receiving written and/or verbal permission from the parent. **Staff may request photo identification for all persons picking up, INCLUDING THE PARENTS, until they know everyone. Please understand that we prioritize your child's safety.** We reserve the right to call you if questions arise. An authorized adult will be required to sign your child in and sign your child out of our programs.

EMERGENCY INFORMATION

Please be sure that the Preschool has your current contact information, including phone numbers and emails. If you change residence or employment, please inform the administrative staff at the office.

The emergency contact persons listed on your application form must be available during the hours your child is attending Preschool. These persons must have transportation available to pick up your child in the event of illness or emergency and you cannot be reached.

PAYMENT POLICY

Auto withdraws are made on the 1st of the month approx. 1am from Sept to May. **If your monthly method of payment declines in our billing system, a \$15 late payment fee will be charged to your account. This includes if your payment account info changes and you do not notify us 3 business days before the first of the month. If an account is outstanding for two weeks of services rendered, your services will be suspended until full payment is made or upon discretion of the recKids Director. Multiple declines throughout the year may result in stricter enforcement of suspended care.**

*We encourage you to provide us with credit card or debit card information as opposed to checking account info, as these billing methods run more efficiently in our system.

*Any fees the Lrc assesses are in addition to bank fees that you may incur.

If you would like to change the billing method we are using, we require a new EFT form filled out in-person at the recCenter at least 3 business days before the next scheduled withdraw with the new billing information. Please notify the recKids department to change your billing method.

OVERTIME CHARGES

Please be prompt in picking up your child. Starting at 11:35, a late pickup fee of \$2 will be charged and an additional \$2 will be added for each 5 minutes thereafter. This fee will be automatically deducted from your account on tile. If there is an emergency situation why you cannot pick up, please call the LRC Admin Office 626-5096 ext 228.

CLOTHING/BELONGINGS

We will take the children outside daily, weather permitting. Please keep this in mind when you dress your child for Preschool. We recommend sneakers be worn every day for safety purposes. Please send along an extra set of clothes in a Ziploc bag labeled with your child's name. Please apply sunscreen as needed to your child prior to arrival. Children must wear socks on days they will be using the FunZone!

Personal belongings should be labeled. We recommend leaving all valuables at home and we do not assume responsibility for any personal items you choose to send with your child.

All Children are required to be fully potty trained. A child who is having reoccurring accidents may need to be temporarily removed from the program until they demonstrate control, at the site supervisor's discretion.

PARENTAL INVOLVEMENT/COMMUNICATIONS

Parent Bulletin Board/Newsletter: Important information and notices will be posted on the parent bulletin board. Please check this frequently. Monthly calendars and newsletters will be distributed for awareness of your child's class activities.

Parent/Teacher Conferences: will be held on February 18, 2019 (President's Day). A sign-up sheet will be posted outside your child's classroom around the time of conferences. Conferences can also be held upon request by the teacher, parent/guardian, or Director. You are also free to call anytime to check on your child or talk with the teacher with any concerns or questions.

We will provide daily snacks and have special parties for holidays. Requests can be made ahead for assignment on a specific day if you are bringing a birthday treat for your child. You may bring a special treat for birthdays or for special holiday parties.

INCLEMENT WEATHER POLICY

Warwick School District closed = Preschool Academy closed

Warwick School District on a 1 or 2 hour delay = Preschool will operate under normal hours

Any classes that were cancelled due to the weather will be made up at the end of the school year (after Memorial Day) or possible snow make-up days through the year.

WITHDRAWAL FROM PROGRAM

Enrollment in the Preschool Academy means that your child is part of the program until the end of May. If circumstances make it necessary for you to withdraw your child, a two week notice in writing must be given before the end of the month for the

next month's tuition to not be charged. There will be no refund for the current month's payment, which will have been made the first of the month. If you wish, you may re-enroll your child at a later date, providing there is space available. **Registration fees will be applied upon re-registration.**

PUBLICITY/PHOTOGRAPHS

Photographs of the children in Preschool may be taken from time to time and may appear in newspaper, displays or other publicity materials. Your permission for photographs including your child is part of your contract agreement.

ILLNESS

Your child's health is a matter of major importance to us. If your child is ill we ask that you please do not send them to the program. If your child becomes ill during program hours we will place them in isolation. You or an emergency contact will be called to pick up your child within 30 minutes of the phone call or late pick up fees will apply. We do not have the staff or the facilities to care for a sick child, so be prepared with an alternate care giver if you cannot be available to care for your child.

If your child has any of the following symptoms, or if the symptoms appear at the program, you will be notified.

Fever of 100 degrees or higher

Sore throat

Constant runny nose due to cold

Inflamed eyes

Persistent cough

Rash

Diarrhea

Uncomfortable and needs constant attention

Too ill to go outside for activities

Vomiting

Your child may be sent home if symptoms of illness occur during his/her session time and the Preschool staff feels that the health of others may be threatened.

If your child is sent home with any of the above symptoms, the LRC policy is that the child must stay home for 24 hours before returning. If a child is taking antibiotics, he/she should remain home for 48 hours before returning to Preschool. A backup child care provider is a good idea for such occasions.

Please notify the Preschool staff immediately if your child contacts a communicable disease, i.e. chicken pox, measles so that the teachers may post a notice informing other parents who can then take preventative measures.

A doctor's note is required for a child to return to the program following recovery from any contagious disease, specifying the date the child may return.

No internal or external medication of any type shall be administered to a child by the Preschool staff.

Please inform the Preschool staff as soon as possible should your child require any special considerations - health, behavior or other needs. To ensure that proper arrangements are made for your child, the LRC policy requires the following:

- A physician's written consent that the child may attend
- Parent's written consent including specifics on child and emergency guidelines
- Parent willing to educate Preschool and recCenter staff
- Parent's signature on release of liability

MEDICAL EMERGENCY PROCEDURE

PLEASE NOTE: Asthma/ Seizures /Allergies and other possible situations that need emergency attention must be communicated to our staff so that we can be prepared. For a life threatening emergency, EMS will be contacted first.

In the event of a medical emergency or of an accident, we shall contact you and your child's physician. If contact has not been established with you or your child's physician or the situation demands immediate attention, the child will be taken to UPMC Pinnacle Lititz or the Ephrata Community Hospital unless another hospital has been requested. Your authorization for staff to contact your family physician and to take whatever emergency medical procedures are deemed necessary as part of the agreement. A staff member will accompany your child to the source of emergency care and remain with your child until a parent or designated person assumes responsibility for your child's care. All sites have medical emergency procedures posted.

CHILD ABUSE POLICY

The Department of Public Welfare requires that all members of day care institutions be on the lookout for, and report to the state, any and all cases of abuse to a child. The Lititz recCenter Child Care program is therefore obligated to report to the state any suspected cases of child abuse. All staff is required to have FBI fingerprinting, child abuse clearances and criminal background checks upon hire.

DISCIPLINE PROCEDURE AND POLICY

It is very important to the staff that your child has fun while he/she is in our program, but we also expect your child to be respectful and cooperative. We need your cooperation as well. The staff is depending on each of you to impress upon their child the necessity of good behavior and cooperation with the staff. We take a proactive approach to discipline. We hope to encourage your child to behave in ways which make him/her feel good about themselves and to help them get along with others. Discipline is not punishment.

Please Note: The procedure below will be followed in most circumstances. If the severity of the child's behavior dictates, The Lititz recKids Director reserves the right to Suspend/Expel a child immediately.

Discipline Procedures: Procedures for uncooperative children follow a "Ladder of Discipline", according to the severity of behavior:

1. A **SIMPLE REQUEST** to stop or change the behavior.
2. **PERSONAL INTERACTION** with the child. Using eye contact and/or touch, staff will firmly state what the child must do to stop or change the problem behavior, reminding him/her of consequences.
3. **PHYSICALLY REDIRECT** the child away from the problem situation to another activity or area.
4. **TIME OUT:** child is placed away from other children for a specified amount of time.
5. A **CONFERENCE** between the child and Site Supervisor
6. **COMMUNICATION/MEETING** with parents.

Parent involvement with Discipline: Staff will communicate all disciplinary acts with the parent(s). The majority of such communications hopefully will be only to keep parents informed of typical difficulties most children experience from time to time in a group setting. In the event that a child experiences unusual or repetitive behavior difficulties, the parent will receive a written discipline report highlighting the behaviors observed and the procedures used thus far to correct the situation. We encourage parents to communicate at this time with both the staff and child so that the problem can be resolved. Should difficult behavior continue beyond this measure, a

second written warning will be issued. When a second warning notice is issued, the Children Services Director will contact and/or meet with the parent to discuss the situation. A third written warning may constitute notice of termination with the program. It may be necessary to incorporate a support person with a child during our programs in order to continue providing care. The recCenter reserves the right to ask for reimbursement for any damages that may occur for any destruction of property.

SWIMMING INFORMATION

We are very fortunate to be able to engage our Preschool program with our Aquatics Department. The children will be receiving progressive swim lessons with a certified swim instructor. The following is the time frame for lessons and free swim time in the Splash pool:

**The Thursday class will swim from 11:15-11:45am*

** The Friday class will swim from 11:15-11:45am*

September-November (10 weeks of lessons)

December-January (10 weeks of free swim time)

February- March (10 weeks of lessons)

April -May (5 weeks of free swim time)

Children will need swim gear on these days. It would be helpful to have them come to class already suited for the pool. Parents will pick up children on the pool deck at class dismissal time and have access to the family changing rooms. A certified LRC Aquatic instructor will teach our progressive swim lessons.

From our recFamily to yours, we look forward to giving your child an educational and fun preschool experience in Preschool Academy!