

**Lititz recCenter Children Services Department  
Parent Handbook**



**recKids Parent Handbook  
Summer 2020**

**School Year 2020-2021**

301 W Maple Street Lititz  
PA 17543  
717-626-5096  
[www.lititzreckids.com](http://www.lititzreckids.com)

Dear Parent or Guardian:

Welcome to the Lititz recKids Programs! We have been providing a safe and active experience for children ages 3 years to 6<sup>th</sup> grade for the last 35 years.

Our goal is to provide a quality program that includes learning and playing in a fun environment. Throughout the year, our activities include active games, science, creative arts, literacy, swimming, walking trips, culinary arts, field trips and excursions.

Lititz recKids includes the following school year programs: recKids Preschool, Before & After School Care and Special & Snowy Day Camp. Lititz recKids includes the following summer programs: entering Kindergarten/Kindergarten group and School-age groups. Summer recKids starts the day after Warwick Schools finish and runs until the Thursday before Labor Day.

Our recKids School Year Programs are licensed annually by the PA Department of Human Services (DHS). All staff are fully trained and certified in first aid, fire and water safety. They also receive several professional development trainings each year. We are proud to have a staff of dedicated and passionate child care teachers who prepare each day to meet the needs of all children.

Our programs are operated and administered by the Lititz recCenter, which is solely responsible for the program content and management. School facilities are provided by the Warwick School District as part of the mutual use of facilities agreement between the Lititz recCenter and the District.

Thank you for choosing Lititz recKids. We look forward to an active and enjoyable time caring for your children!

***The Lititz recKids Staff***

**Program Director:**

Katie Willwerth  
717-626-5096 ext 228  
KatieWillwerth@lititzrec.com

**Administrative Assistant:**

Rachel Mayfield  
717-626-5096 ext234  
[recKids@lititzrec.com](mailto:recKids@lititzrec.com)

**Website:** [www.lititzreckids.com](http://www.lititzreckids.com)

**Facebook:** <https://www.facebook.com/Lititzreckids>

*recKids Mission Statement: "To provide children with an active, educational and enjoyable program directed by quality, state-licensed staff in a safe environment"*

### **LRC MISSION STATEMENT**

"To enrich the lives of the community by providing exceptional programs and facilities that promote the participation of individuals, families, businesses, and groups from all backgrounds."

### **SERVICE GOAL**

We wish to foster each child's respect for self, for others and for belongings. We will encourage constructive, cooperative attitudes in each child's relationship with his/her peers and with program staff. By providing the opportunity to participate in a variety of activities, it is our goal that each child will further develop the ability to work and play in a group, as well as the ability to participate in self-directed interest.

### **PROGRAM CLOSINGS**

All Lititz recKids programs will be **CLOSED on the following days during the 2020-21 school year:**

Fourth of July  
Last day August 27  
Sept. 4th  
Labor Day, Sept 7  
Thanksgiving, Nov 26  
Black Friday, Nov 27  
Christmas Eve,  
closing at 2:00 (camp  
may not be offered if  
numbers are low)  
Christmas Day, Dec 25  
New Year's Day, Jan 1  
Good Friday, April 10  
Memorial Day, May 25  
Last afternoon of the school year in June

### **EARLY PROGRAM CLOSINGS:**

July 3 at 4pm

## School Year Program Contact Information

Preschool: 626-5096 ext. 233

Beck: 626-3704 ext 3845 or email BeckrecKids@lititzrec.com

Bonfield: Phone 626-3705 ext 3887 or email BonfieldrecKids@lititzrec.com

Kissel Hill: 626-3703 ext 3861 or email KisselHillrecKids@lititzrec.com Lititz

Elem: Phone 626-3702 ext 3871 or email LititzElrecKids@lititzrec.com Older

Kids Club: 626-5096 ext 243 or email OKCrecKids@lititzrec.com

***\*Any information that is being emailed requires a 48-hour notice. Please do not email the day of that your child is not coming or any information for that day, you still need to CALL the site if your child is not coming.***

## STAFF

Qualified and experienced supervisors run our programs year round, through the school year and summer. All staff is required to keep a minimum of six mandated training hours per year, as well as certifications in fire safety, water safety and first aid training. All employees have current criminal history, FBI, child abuse clearances, Mandated and Permissive Reporting Training, National Sex Offender Registry Verification and Pediatric First Aid.

## ORIENTATION TIMES FOR NEW STUDENTS

Students that are moving to a different age category or location are also welcome to attend the orientations. We will be going over program policies and you will have a chance to meet the staff for the upcoming programs

**Summer recKids:** Wed, May 27 from 6:30-7:30pm at Lititz Church of the Brethren

**Before & After School Care:** Wed. Aug 26 from 6:30-7:30pm at the Lititz recCenter

## REGISTRATION PROCEDURE

Your child may start with one of our programs three business days after all paperwork has been completed, updated immunization and health forms received and registration fee has been paid, as long as space allows. (Applies only to those who register while the program is in session). If your child has an Individual Education Plan (IEP), we require a copy of it before starting care and may ask for five days to start the program in order for the staff to read over the document, you also may be required to have an onsite staff meeting/training with parent(s)/guardian(s) and child before beginning care, depending on the nature of the IEP.

The REGISTRATION FEE is valid for one program session. Registration fees cover program start-up, supplies and administrative costs. Fees are non-refundable. Fees are \$40 per program per child or \$20 per program per child if the child is a member of the Lititz recCenter at the time of registration. Registration fees increase by \$20 per child after May 4, 2019 for Summer recKids and by \$20 per child per program for Before School and After School, after August 3, 2019. The \$20 increase is no longer in effect for the school year programs after Sept 14, 2019. Registration fees are half-price for each child after the first within the same family unit, determined by when you register and recCenter member or nonmember rates.

ALL APPLICABLE PAPERWORK must be completed at registration:

1. Agreement
2. Registration
3. Physical, Medical & Dietary Individual Action Plan
4. Emergency Contact /Parental Consent
5. Child Health Report/Immunization Form is due before the start of care. Children need an updated HA, including all required shots, upon entering Kdg and 6<sup>th</sup> grade (or suspension of care will occur until form is received).
6. EFT agreement
7. **All** Custody/PFA Court Documents/IEP's
8. WSD Transportation Request Form (required for Older Kids Club)

### **REGISTRATION RENEWAL**

Starting in February, registrations for currently enrolled children will be held for the upcoming summer and school year programs. All programs operate on a first come, first serve basis. So, if you choose not to register in February for the upcoming year, space will not be guaranteed. Renewals will take place at the child's site.

### **LEGAL DOCUMENTS POLICY**

If applicable, we require parent/guardian having child(ren) under joint custody in divorce/separation situations to provide staff with a copy of any and/or all pertinent legal documents. Please discuss information with your child's Supervisor. All documents will remain confidential. This information must be received prior to your child's first day of attendance.

### **INDIVIDUALIZED ASSISTANT POLICY**

If a child is accompanied by an individualized assistant during their school hours, the child will follow that same procedure at all times during the before and after school program.

### **CONTRACT POLICY**

You must specify the number of days per week they will be using the program and whether full-time or part-time care is needed. If your child is on a flex schedule and changes their days each week, they must be contracted for it. We require that you inform us by Thursday noon of each week which days you will be using our services for the next week so that we may staff appropriately. There may be a \$15 charge if the weekly schedule is not received by this time. If you arrive after your contracted pickup time (according to facility clock) a fee will be assessed to your account.

Requests for contract changes must be made at least a week in advance and will only be honored upon approval of the recKids Administrative Asst/Site Supervisor. A request of contract changes is not a guarantee of approval. (We may request part-time contracts to change to full-time contracts if overtime becomes excessive). Occasionally adding days over your contracted amount is allowed and will be billed according to

your contract per day rate. It is important that you receive supervisor approval ahead of time. *Please note: School year and summer programs are contracted separately.*

### **PAYMENT POLICY**

Payments are made early each Friday morning through our auto deduction system for the following week of care. Special and Snowy day camp fees will be billed to your account on file according to the date on the signup sheet for each camp. If you would like to change the billing method we are using, we require a 5-business day notice and completion of a new payment form, you may request this form from the Administrative Asst. Credit or debit cards are the preferred method of payment. Checking and Savings accounts may also be used. Weekly auto deductions are the only option for contracted care with Lititz recKids.

#### **If your weekly method of payment declines, the following will occur:**

- 1.) A \$15 late fee will be assessed to your account for each instance. This includes if your payment account info changes and you do not notify us by Thurs noon.
- 2.) If your payment declines 3 times within any 2-month period of time, then we will require pre-payment for the upcoming 2 months of child care fees.
- 3.) Failure to make pre-payment would result in termination of services.
- 4.) If termination of services is necessary due to the decline policy outlined above, you may re-enroll with recKids two months after the date of your last decline.

Any fees the Lititz recCenter enforces are in addition to bank fees that you may incur. The following could result in additional charges: **Not providing schedules timely or calling with a schedule change, late pick up/over-time charges, or declining payments.**

If an account is outstanding for two weeks of services rendered, your services will be suspended until full payment is made or earlier at the discretion of the recKids Director.

### **RECEIPTS**

You may receive emailed weekly receipts at your request. We will print a year-end tax statement for all children in January that will include all childcare costs from the previous year. If your child is enrolled in a recKids program during that time, the statements will be distributed at your child's site. If your child is no longer in recKids during the time the statements are printed, they may be requested by calling 626-5096 ext 234 or emailing [recKids@lititzrec.com](mailto:recKids@lititzrec.com).

**TAX ID # 23-6296633**

### **CHILD ATTENDANCE**

Your child will be expected at our program on their contracted days. **If your child will not be attending Summer recKids or After School Care on a day they are normally scheduled to attend, please call the site directly to inform them. (There is a fee for not providing attendance/schedules by Thursday at noon for the upcoming week)** You do not need to call for the Before School program. Site phone numbers are located at the front of the handbook.

Each site has a direct line and an answering machine. Please do NOT call or email the recKids office or front desk of the recCenter with this information. Sites need to be called by 2pm for After School care. It is also important to contact their teacher and Warwick School District bussing for any changes in your child's schedule. For summer camp, please call the site by 8am.

***This policy is especially important for the After School programs. The school does not inform us if your child is absent or has been picked up early. If you send a note to your child's teacher, we do not receive that note. It is imperative you call the site directly if your child will not be at After School Care.***

***We are legally responsible for your children during the days they are contracted, so for safety reasons there is a \$15 fee for each instance of not notifying the staff that your child will not be attending After School Care or Older Kids Club on a day they are scheduled to do so. This includes if older children are staying at the elementary school for music lessons, school play practice, etc. instead of attending Older Kids Club at the recCenter. The \$15 fee will be automatically charged to your account on file.***

### **DROP-OFF/PICK-UP PROCEDURES & TRANSPORTATION**

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.

If your child attends Older Kids Club, bussing is provided by the Warwick School District and your child will ride an assigned bus from their school to the Middle School, according to their home address. They will normally ride the entire length of the route before arriving at the Middle School cafeteria. OKC staff will take attendance and then walk them to the Lititz recCenter from the Middle School.

Outside bussing companies are contracted for the field trips with Summer recKids. Your signature on the agreement is acknowledgement that you agree to the transportation of your children from these companies.

### **LATE PICK-UP POLICY**

Your child MUST be picked up by your contracted time, according to the facility clock. Pick up for After School Care and Older Kids Club is 4pm for a part-time contract and 6pm for a full-time contract. Part-time care for summer is up to 5 hours and full-time for up to 10 hours. If for some unplanned reason you are going to be late, please call the site supervisor for your child's program to notify them. You will be charged \$5/hour for picking up after your contracted amount of care. Picking up after our program closes at 6pm will incur a \$2/minute charge. Please note that this charge will still be enforced during inclement weather. It is the parent's responsibility to have backup pick-up persons in place that could get to the site by 6pm if the regular pick-up person cannot. Staff will require you to sign a form if you are late to pick up to acknowledge the late charge. Fees will be automatically deducted from your account on file. After the third occurrence within a contracted period, the situation will need to be reviewed with the Director.

## **CREDITS**

Children who are contracted to attend their program 5 days a week are eligible for 5 days of credit during their program session. The credits can be used for days the child is not in care for any reason and will be applied to the next scheduled payment withdrawal, according to when the requesting form is received in the office. Credit forms are located at each site or by contacting the recKids Administrator.

Children must be enrolled with a 5-day contract for a minimum of three months during our school year programs and 6-weeks during our summer program in order to receive the 5 vouchers. Vouchers will be honored before the minimum contract term is complete, but the minimum contract term required will be enforced. Voucher days must be used by the end of the program session and may not be carried over. Forms must be received in the office a minimum of two weeks before the end of the program session in order to be credited.

There are no credits available for children receiving subsidies through ELRC (formerly CCIS) because of the already reduced weekly fees.

Children who are contracted to attend their program 2-4 days a week will be charged the weekly contracted rate, and not eligible for credits due to school closures, sickness, or vacation.

## **INCLEMENT WEATHER POLICY**

In the event of inclement weather, Lititz recKids will adhere to the following policy:

If Warwick School District is closed, Snowy Day Camp will operate from 7AM-6PM, as long as the Lititz recCenter is open during those times. Please confirm if the recCenter is open by visiting [www.lititzrec.com](http://www.lititzrec.com) or [www.wgal.com](http://www.wgal.com) or by calling 626- 5096. No other recKids programs will operate if the school district is closed.

In the event of a 1-hour delay, the Before School program will open at 7:40AM. In the event of a 2-hour delay, the Before School program will open at 8:40AM. Breakfast is not served on late start days.

If an early dismissal of students occurs prior to the end of the school day, there will be no After School Care. Please have a plan in place for your child during emergency early dismissal days. You are asked to furnish emergency contacts within a 10-15 minute range of your site with your original paperwork. Site staff will utilize these numbers if conditions deteriorate prior to your arrival.

## **HOLIDAY/SPECIAL AND SNOWY DAY CAMP POLICY**

Special Day Camp dates will be published when they have been determined for the upcoming year. Sign-up sheets will be distributed to the sites and sign-up deadlines noted. Care will be billed according to the list as of the sign-up date. There will be no refunds after the sign-up date noted on the sheet. Signing up after this date or showing up the morning of camp will incur a \$10 late signup fee, unless otherwise noted. We base our staffing on the number of children who are registered ahead. If a child is not registered in advance, we reserve the right to refuse service on the day of camp if adequate staff is not available.



There is no credit for regular care during the weeks with Special or Snowy camps offered. If we are running care, whether the regular school programs or a Special or Snowy camp, weekly contracted billings will remain the same. You do have the option of using a different day of care within the week if your normal day of care falls on the day of a Special or Snowy camp and your child does not attend the camp. Day switches need to be approved ahead by your site supervisor.

If we are not running care due to a holiday, early dismissal or the recCenter not being able to open due to inclement weather, refunds will be made according to the day of occurrence and the children contracted to normally attend care on that day.

The rate for care during Special or Snowy Day Camps is \$20 for up to 5 hours of care and \$40 for over 5 up to 10 hours of care. If the camp falls on a day your child normally attends care, your daily rate will be deducted from the fee of the camp.

\*For example: 4-day fulltime rate for the After School Program is \$88 a week. The daily rate for that contract is \$22. A Full-time rate for Special Day Camp is \$40. We would deduct \$22 from \$40.00 to determine the balance due for your child to attend care that day. Your account would then be billed an additional \$18 according to the care used during a Snowy Day Camp or signed up for during a Special Day Camp. There is a \$5/hour late pickup fee for using more than 10 hours of care at a camp.

The only exception to the above policy is during the Christmas and New Year's vacation, there will be credits for all days during the break you do not use care. These credits will be reflected in your account within two weeks of the holidays. We offer this break as a courtesy to our parents, realizing many people do not need care over this time.

### **ILLNESS POLICY**

If your child is ill with any of the symptoms listed below, 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 within 30 minutes to pick up your child.

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

- Fever
- Vomiting
- Diarrhea
- Rash: Impetigo, Hand Foot Mouth Disease, Fifth's Disease, Ring worm (and any other contagious rashes)
- Persistent cough, sore throat or infectious discharge
- Inflamed eyes

- Lice or nits
- Too ill to participate in outdoor activities

If your child should contact a contagious disease such as chicken pox, strep throat, lice, etc. please let staff know so they can disinfect the site. The child must have an office visit with a doctor.

### **MEDICATION DISPENSING POLICY**

If your child uses an inhaler, epi-pen, over the counter medication, etc., it needs to be in the original container with a copy of the original directions from the individual who prescribed the medication. The directions on the container will be followed unless a medical note is provided with different directions/dosages. A medication log and Emergency Action Plan will need to be filled out and parents may be required to train all staff with any necessary medical equipment prior to the child starting. Please provide a small, unexpired container for over the counter medications. We also require a doctor's note if a child uses an inhaler, etc., but it is *not* being provided during our program.

We are not permitted to administer ANY non-prescribed medicines at our sites, nor do we have any on hand. Permission slips are required to administer sunscreen and handsanitizer.

### **MEDICAL EMERGENCY PROCEDURE**

Each Supervisor will have your child's emergency information with them at all times. If your child has any special/medical circumstance(s), please verbally communicate with your child's supervisor in addition to writing it on the registration paperwork.

**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 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, or to the hospital that the ambulance driver recommends. If your insurance requires a specific hospital in the area, or you have a strong hospital reference, please note that on your paperwork and we will do our best to honor your request but will not guarantee this request can be granted. Your authorization for staff to contact your family physician and to take whatever emergency medical procedures are deemed necessary is part of your signed 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 Human Services requires that all staff members of child care programs be on the lookout for, and report to the state, any suspected cases of child

abuse. The Lititz recCenter Child Care program staff are trained in mandated child abuse reporting. All staff are required to have National Sex Offender Registry Verification, FBI, child abuse, and criminal background checks in addition to the training.

### **WITHDRAW POLICY**

We require a two week written notice of withdrawal from a recKids program and full payment will be expected. After you have withdrawn, you may reregister for the same program during the same session with ample notice and if space is available. Only one cancellation of contract and reenrollment is allowed per program session.

### **TRANSFER OF RECORDS POLICY**

If for any reason your child would transfer to another child care facility, we can provide copies of your child's information to you for a smooth transition.

### **PUBLICITY/PHOTOGRAPHS/BOUNCE CASTLE AT REC**

Photographs of the children in our programs may be taken from time to time and may appear in newspapers, displays or other publicity materials. We will offer the bounce castle to children during special events throughout the year. Your signature on the agreement serves as photo consent for your child and a waiver to use the Bounce Castle.

### **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 for the parent to provide 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.

### **MISC PROGRAM POLICIES**

- All children registering for care must be fully toilet trained upon registration.
- 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.
- Programs will take occasional walking trips and your signature on the agreement is consent for these trips.
- Please feel free to visit any of our programs anytime. We have an open door policy or contact the recKids Director at any time.
- Service for children with special needs is handled on an individual basis. Service will be provided if it is found to be in the best interest of the child and the program.

# **Summer recKids!**

This section is for those of you who will be with us during Summer recKids. Please note, the policies stated in our school year program are also enforced in our Summer Program. We're excited to have you join us for an active summer full of fun! Your site supervisor will be giving you the specifics of your summertime schedules and they pack them full, so pay close attention to where you need to be and when you need to be there! Our driving field trips fill up fast, so register early for those. Care is always available at the recCenter if you don't attend the field trips and those children will also get to take part in fun activities during field trip days.

SUMMER CAMP STARTS the day after Warwick schools end for the summer THE LAST DAY OF SUMMER CAMP is the Thursday before Labor Day.

We do not advance the grades until the fall, so your child(ren) will be placed with age appropriate groups according to the grade they were in this past school year.

Our hours of operation are 6:40AM to 6:00PM Monday through Friday. If you are going to be dropping off or picking up your child at a time that they are not at their onsite location, you may use the contact information below to locate the group or for administrative or program questions.

### SUMMER PROGRAM CONTACT INFO

Kindergarten: 626-9608 preKreckKids@lititzrec.com

Finished 1<sup>st</sup> - 3<sup>rd</sup> grade Lititz El/Kissel Hill/Out of District: Phone TBA or email LititzElreckKids@lititzrec.com

Finished 1<sup>st</sup> - 3<sup>rd</sup> grade Bonfield/John Beck: Phone TBA or email BonfieldreckKids@lititzrec.com

Finished 4<sup>th</sup>- 6<sup>th</sup> grade: 626-5096 ext 243 or email [OKCreckKids@lititzrec.com](mailto:OKCreckKids@lititzrec.com)

***\*Any information that is being emailed requires a 48-hour notice. Please do not email the day of that your child is not coming or any information for that day- you still need to CALL the site if your child is not coming.***

### AGE BREAKDOWN & LOCATION OF GROUPS

**We do not advance the children's grade until the fall.**

- Entering kindergarten through completing kindergarten located at the Lititz Church of the Brethren
- Lititz Elementary and Kissel Hill: Children who completed 1<sup>st</sup> through 3<sup>rd</sup> grade located at Lititz Church of the Brethren
- John Beck and Bonfield: Children who completed 1<sup>st</sup> through 3<sup>rd</sup> grade located at Lititz Church of the Brethren
- Out of District children who completed 1<sup>st</sup> through 3<sup>rd</sup> will be placed in a group at Lititz Church of the Brethren
- Lititz recCenter: All Children who have completed 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grades

### ENROLLMENT

For Summer recKids, you may start the program at any point in the summer, but the minimum required enrollment is three consecutive weeks. Those students out of district or needing to end care before the end of the program may do so with at least a two week written notice to the office or by setting up the end date at the program start. In the rare occurrence that a contract needs to stop and start again during Summer recKids, a minimum of three weeks of

consecutive care is required before the contract can be stopped and there needs to be a minimum of three weeks between the contract stop and restart date.

### **DROP OFF/PICK UP**

We open our child care program at 6:40am and close at 6:00pm, Monday through Friday, a maximum of 10 hours may be used within that time period. Children entering kindergarten through entering fourth grade will be dropped off at the Lititz Church of the Brethren. All children will be dropped off at the Fellowship Hall Entrance between 6:40am- 7:55 am and picked up from the Kindergarten entrance between 5 and 6PM. If you are dropping off or picking up in-between those hours, you will use the entrance designated for your child's age group. Children in the Older Kids Club will be dropped off and picked up at the recCenter.

Please check the weekly schedule for walking trips, swim times, etc., so that you know where to pick up or drop off your child if they are not onsite when you arrive. If there are any changes to pick up locations, a sign will be posted at your designated entrance. If your child is not coming a day they are scheduled to attend, please inform staff so they know not to expect your child.

### **CAMP UNIFORM**

All children will be required to wear a Camp T-shirt daily. CLOSE-TOED walking shoes are required for safety (Flip flops and Crocs are not acceptable).

Each child will receive two t-shirts upon admission. If you would like additional shirts, please contact the office. *Children entering first grade and younger only receive one camp shirt to start and only need to wear them on walking and field trip days. Your supervisor will notify you of those days.*

Please make sure your child is dressed appropriately for various weather conditions. If a child is not properly dressed for camp, the parent will be required to bring proper attire for them to attend the camp. Children will walk to the rec in light rain conditions, so raincoats/umbrellas may be needed. Also, please send along a labeled, refillable water bottle daily.

### **LUNCHES**

Must be packed daily. Please include an ice pack. **WE DO NOT ALLOW SODA.** Please make sure that your child's lunch box has their name on it. Please limit the amount of sugar (sweets, candy, etc.) as we are focusing on healthy eating during our summer program. There is a possibility that there may be restrictions on certain types of food depending on the allergies represented at each location.

### **WEEKLY ACTIVITIES**

You will be informed by your child's site supervisors of their daily activities and schedule. A variety of programming (art, science, literature, large motor, small motor, social, emotional, cognitive) will be incorporated into the weekly schedule. Children will be provided with two healthy snacks per day. We will also provide recreational swimming 5 days per week indoors at the Lititz recCenter, weather permitting, for students entering second grade through entering seventh grade and on Fridays for 3 years through entering first grade. The Bounce Castle will

be offered on special days. Children will walk daily and staff will post leaving/returning times at each site.

### **FIELD TRIPS**

We offer several optional bussed field trips throughout the summer. Trip availability is on a first come, first serve basis. Your payment guarantees your spot and is due upon registration. Field trip payments are not refundable.

**On field trip days, please send a brown bag lunch placed inside a sealed ZIP-LOC bag and labeled with your child's name. Water bottles and non-perishable food items are highly encouraged. NO SODA ALLOWED.**

A list of the specific field trips, dates and registration costs will be made available to you by the start of Summer recKids. Please note the opening date for registration.

\*\* Children entering first grade and younger need to check with their site supervisor to see which field trips are approved for their age group.

### **WHAT YOUR CHILD NEEDS**

- A packed lunch with ice pack (we may not microwave food)
- A labeled, refillable water bottle
- A labeled bottle of sunscreen(with a signed permission slip)
- Sneakers or rubber-soled, closed toed shoes
- A swimsuit and towel daily for swimming. If they are using goggles please have their name on them. Kindergarten only need suit & towel for water play Tuesdays and swimming Fridays. Please bring a change of clothes if wearing your swimming suit to camp.

#### **KINDERGARTEN GROUP ONLY:**

- A change of clothing inside a labeled bag
- Water shoes, Crocs or flip flops must be worn in the pool for Wednesdays
- Blanket/pillow taken home weekly (optional)
- Camp shirts are only required for walking trips and field trips.

The Kindergarten group has water play day on Tuesday and swimming at the recCenter on Fridays. Please send bathing suits and towels along only these days. Entering 2<sup>nd</sup> grade and above need swimming gear every day.

CIVIL RIGHTS COMPLIANCE 2020/21

Admissions, the provision of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or sex. Program services shall be made accessible to persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any resident/client/patient/student (and/or their guardian) who believes they have been discriminated against may file a complaint of discrimination with:

**Lititz recCenter/ Children Service Department/LRC recKids  
encompassing PALS Pre and K, ASK, OKC, and EBKC at Lititz Elementary,  
John Beck, Bonfield, Kissel Hill, and Lititz Church of the Brethren.  
301 West Maple Street Lititz,  
PA 17543**

**Commonwealth of Pa Department  
of Human Services Bureau of  
Equal Opportunity Rm 225 Health  
and Welfare Bldg POBox2675  
Harrisburg, Pa 17110**

**Pennsylvania Human Relations Commission  
Harrisburg Regional Office  
333 Market St.- 8<sup>th</sup> floor  
Harrisburg, PA 17101**

**U.S Dept of Health and Human Services  
Office for Civil Rights  
Suite 372, Public Ledger Bldg  
150 S. Independence Mall West  
Philadelphia, Pa 19106-9111**



<b>PROGRAM&amp; LOCATION</b>	<b>AGE/GRADE</b>	<b>HOURS OF OPERATION</b>	<b>SPECIAL NOTES</b>
<b>Summer Child Care</b> held at the recCenter and Lititz Church of the Brethren	Entering K- entering 7 <sup>th</sup> grade	<b>6:40am-6pm</b>	Swimming, walking trips, optional paid fieldtrips Cold breakfast & snacks provided Must pack own lunch Camp Shirt required
<b>Preschool</b> held at Lititz recCenter	3&4 year old class Tue/Thu  4&5 year old class M/W/F	<b>9-11:30am</b>	Includes weekly swim lessons and use of the funZone bounce castle and climbing features.
<b>Before School Care</b> held at Beck, Bonfield, Kissel Hill and Lititz Elem	Grades K-6	<b>6:40am- 7:50am</b> 1 hr. delay* open at 7:40am 2 hr. delay* open at 8:40am	School breakfast provided
<b>After School Care</b> held at Beck, Bonfield, Kissel Hill and Lititz Elem	Grades K-3	<b>2:30pm-6pm</b>	Snacks provided
<b>Older Kids Club</b> after school held at the recCenter	Grades 4-6	<b>2:30pm-6pm</b>	Bussing provided for no charge Snacks provided
<b>Special Day Camp</b> held at the recCenter (in- service, non major holidays)	K- 6 <sup>th</sup> grade	<b>6:40am-6pm</b>	Snacks & cold breakfast provided Must pack own lunch Swimming/Bounce Castle some days
<b>Snowy Day Camp</b> held at the recCenter	K-6 <sup>th</sup> grade	<b>7am-6pm</b>	Snacks & cold breakfast provided Must pack own lunch Swimming/Bounce Castle some days

## Tuition Fees Summer 2020 and School Year 2020-21

Fees are per week, per child. 15% discount applies for the older child(ren) if two or more children from the same family unit are enrolled in any recKids programs.									
Program Name		2 day rate in \$		3 day rate in \$		4 day rate in \$		5 day rate in \$	
<b>Before School (EBKC)</b>		32		42		50		51	
<i>15% discount</i>		27		36		42		43	
		<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>
<b>After School Care (ASK/OKC)</b>	<i>PT=pickup by 4pm FT=pickup by 6pm PT \$5/hr late fee*</i>	45	58	57	73	68	90	73	106
<i>15% discount</i>		37	49	48	62	58	76	62	90
		<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>
<b>Summer Childcare•</b>	<i>PT=5hr/day FT=5-10 hrs \$5/hr late fee*</i>	73	114	99	148	117	167	136	183
<i>15% discount</i>		62	97	84	126	99	142	116	156
		<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>
<b>Kindergarten Summer</b>	<i>PT=5hr/day FT=5-10 hrs \$5/hr late fee*</i>	79	123	107	170	128	195	153	206
<i>15% discount</i>		67	105	91	144	109	166	130	175
<b>Preschool Academy</b>	Monthly Rate	Tue/Thur 132		M/W/F 177					
<i>15% discount</i>		112		150					

\*Pickup after program closing at 6PM will be charged \$2/minute late fee

•Summer childcare rates start with children completing 1st grade. For children entering and completing Kindergarten, see the Kindergarten Summer rates

Special Day Camp is available for in-service, non-major holidays and weather inclement days and is charged as needed: \$20/day PT (up to 5 hours) \$40/day FT (5-10 hrs). If the camp is held on a day your child normally attends care, your per daily rate will be deducted from the camp fee. Subsidized child care is available for some programs through ELRC and the LRC Community Partnership Program. Registration fees are \$40 per child per program or \$20 per child per program if the child is a member of the recCenter.