



recKids Family Handbook

School Year 2024-2025

301 West Maple Street

Lititz, PA, 17543

717-626-5096

www.lititzrec.com

Dear Parent or Guardian,

Welcome to the Lititz recKids Program! Our program has served Lititz and the surrounding community for the past 40 years! We work to provide a safe, active, and enriching experience for children in our Preschool Program (3-5 years old) as well as in our School Age Sites (Kindergarten-6th Grade).

The recKids Program works to provide quality care and learning opportunities in a fun and secure environment. Activities we offer include active games/gross motor activity, STEM learning activities, creative arts, literacy and reading, swimming, homework help, cooking, as well as walking trips and field trips within our beautiful community!

Our programs are operated and administered by the Lititz recCenter, as a licensed provider through the Pennsylvania Department of Human Services, which is solely responsible for program content, management, and staffing. School facilities are graciously provided by the Warwick School District as part of the mutual use of facilities agreement between the Lititz recCenter and the school district.

This handbook and the information found within is a guide to better help you understand our program's policies and procedures. Please read through carefully and contact us at the recCenter(717-626-5069 ext. 234) with any and all questions.

Our goal is the well-being and development of your children at all recKids programs, while providing fun and engaging activities in a positive and secure environment.

We are excited to build a continuing partnership with our families here at the Lititz recCenter!

Warmest Wishes,

Barb Fishel

Child Services Director
(717)626-5096 ext. 228
BarbFishel@lititzrec.com

Gabe Griffith

Child Services Assistant Director
(717)626-5069 ext. 234
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General Information

Lititz recCenter

We are a nonprofit charitable organization with the mission 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. Providing high quality childcare services for preschool and school age children is part of our mission.

recKids Mission Statement

To provide children with opportunities that enhance their physical, cognitive, and social development in a safe, secure and nurturing environment.

recKids Program Goals

We seek to foster each child's respect for self and for others. 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 interests.

Pennsylvania State License

Our program must maintain a license by the Department of Human Services. Licensed facilities and programs must meet minimum standards in space, staff to child ratios, and qualifications of staff members. A copy of these requirements may be available upon request to any parent/ DHS regulations are available upon request and can be found on their website. As per DHS regulations Child Services Reports will be once every 6 months. Please see important DHS regulations below:

3270.113. Supervision of Children

A staff person shall always supervise children on facility premises and on facility excursions. The outdoor play areas used by the facility are part of the facility premises.

- Each staff person shall be assigned the responsibility for supervision of specific children. Staff persons shall know the names and whereabouts of children of the children in their assigned group. The staff person shall be physically present with the children in their group on the facility premises and on facility excursions off the facility premises.
- The requirement for supervision on and off the facility premises includes compliance with the staff to child ration requirements. 3270.51-2370.55 (relating to staff: child ratio)
- A facility person may not use any form of physical punishment, including spanking a child.
- A facility person may not single out a child or ridicule, threaten harm to the child or child's family and may not specifically aim to degrade the child or the child's family.

Non-Discrimination Clause

In the determination of admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including Limited English Proficiency), age, or sex.

Enrollment Policy

This program is open to children in grades K-6th who are enrolled in Warwick School District. An annual registration date is set by the Lititz recCenter, registrations are processed in the order in which they are received. Current recKids families receive priority registration.

Child Abuse Policy

Pennsylvania Department of Human Services requires all staff members of childcare programs to be on the lookout for and report any cases of suspected child abuse to Childline. Lititz recKids program staff are trained in mandated child abuse reporting. All staff are required to have National Sex Offender Registration, FBI, child abuse, and criminal background checks in addition to continuous training.

Child Abuse Mandated Reporter

Facility persons are mandated by law to receive training and report all cases of suspected child abuse to Childline.

Contact Information

Please direct all questions, comments, or concerns to the Child Services Director and/or the Child Services Assistant Director.

School Year Program Contact Information

Beck: (717) 626-3702 ext. 3845 & BeckrecKids@lititzrec.com

Bonfield: (717) 626-3704 ext. 3887 & BonfieldrecKids@lititzrec.com

Kissel Hill: (717) 626-3703 ext. 3861 & KisselHillrecKids@lititzrec.com

Lititz El: (717) 626-3701 ext. 3871 & LititzElrecKids@lititzrec.com

Older Kid's Club: (717) 626-5096 ext. 243 & OKCrecKids@lititzrec.com

Preschool: (717) 626-5096 ext. 291 & PreschoolrecKids@lititzrec.com

Program Closings

All Lititz recKids Programs will be closed on the following days throughout the School Year:

Labor Day

Thanksgiving and Black Friday

Christmas Day

New Year's Day

Good Friday

Memorial Day

Orientation

All students and families enrolled in school age recKids programs are welcome to join us for orientation prior to the start of the program. Orientation will provide an overview of policies as well as offering a chance to meet program supervisors and staff. Orientation info will be provided prior to the start of the program.

Registration and Enrollment

Registration for 2024 Summer Camp and 24/25 School Year will open to the public on March 20th.

The registration process is completed in two parts: Registration and Enrollment. Registration is completed online via our online portal at www.lititzrec.com, in which parents/guardians choose their rate plan, days of care, and childcare site. Registration is processed when the registration fee is paid. Enrollment requires parents/guardians to complete all necessary enrollment forms and establish a method for tuition payment. Forms must then be submitted to Children Services Administrative Staff for review. Forms will then be approved or returned to parent/guardian for missing or incomplete information. Enrollment is **NOT FINAL** until required forms are complete, signed, and approved by recKids staff.

Registration does not confirm a spot for a child. A spot is confirmed once all necessary paperwork is submitted and accepted by Children Services Administrative Staff. Upon acceptance by Staff, you will be notified of your child's enrollment and confirmation of your child's place on the roster.

Registration

A registration fee is assessed per child per program and applies to only 1 program session (summer or school year). Fees are **non-refundable** and cover startup costs of the program and administrative costs. Fees vary by program. A discounted registration fee will be applied if the child is a member of the Lititz recCenter.

Enrollment

Your child may start recKids programs **five business days** after all paperwork is completed and returned and registration fees have been paid, or at the discretion of the Child Services Director (only if space allows).

To **enroll** your child/ren in recKids programs, you must complete the following paperwork:

1. recKids Registration Form
2. Emergency Contact/Parent Consent
3. recKids Fee Agreement
4. Child Health Report/Immunizations (with a physician's signature)
5. Physical, Medical, & Dietary Individual Action Plan
6. **IF APPLICABLE**, Individualized Education Plan (IEP)
7. **IF APPLICABLE**, Custody Agreement
8. District Transportation Form (for 4th-6th OKC) Submitted to WSD Transportation Office)

All portions of enrollment forms must be completed before being submitted. Incomplete forms will delay enrollment and start dates. The child health report/immunizations are required by the Department of Human Services **and must be completed/submitted before your child will be permitted to attend recKids**. These require a signature by a physician. **Your child will not be able to start recKids programs until all required paperwork is completed/reviewed by Child Services Staff**. You will be notified when your child is placed on the roster for their program by the Child Services Director.

Individualized Education Plans (IEPs)

If your child has an Individualized Education Program (IEP) for services at school in the following areas that may need accommodation and support at our program(s), please provide a copy of the program for our review.

- Autism
- Deaf/ Blindness
- Emotional Disturbance
- Hearing Impairment including Deafness
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability (optional)
- Speech and Language Impairment
- Traumatic Brain Injury
- Visual Impairment

Protocol for BHT or additional Support Services

If a child has additional support services, it is the parent's responsibility to provide advanced information to the Child Services Office.

Legal Document Policy

If applicable, we require parents/guardians who have a current custody agreement or PFA to provide staff with all pertinent legal documents. It is the parent/ guardian's responsibility to update this information as needed. Please discuss information with the child's group supervisor. This information must be received prior to your child's start date.

Keep Us Up to Date

It is essential to update your child's files if anything changes during the year. This includes changes to your job, residence, phone numbers, methods of contact, or change in payment info. All recKids parents/guardians will be asked to update enrollment forms every six months.

Schedule and Attendance Policies

Contract & Schedule Policy

recKids offers 2-day, 3-day, and 5-day weekly rate plans for the school year and summer programs. Your child may only attend on the days indicated on your fee agreement. Schedule changes for contracted days may be requested, but approval is at the discretion of the Director

Child Attendance

Your child will be expected at our program on their contracted days. ***If your child will not be attending their recKids childcare programs on the day they are scheduled to attend. Please contact your child's group supervisor.*** Lititz recCenter is legally responsible for your child(ren) during contracted times of care, and an additional fee of \$15 will be charged to the account on file for chronic unreported absences.

Program Hours

Before School recKids: **6:40am – 7:45am**

After School recKids: **2:30pm – 6:00pm**

Drop-off & Pick-up Procedures and Transportation

Morning Drop-off (Before School recKids at Warwick School District Elementary Schools)

Parents/ Guardians must drop off children by 7:15am to receive the breakfast. Breakfast is provided by Warwick school and is included in the price of tuition. Breakfast may not be provided if child is dropped off after 7:15am.

Release of Children

Our job is to keep children safe. Unauthorized persons are not permitted to take your child without being listed on the Emergency Contact Form or receiving written permission from the parent ahead of time. Staff may request photo identification for all persons picking up, **INCLUDING** parents/guardians or authorized individuals at any time. Please understand that this is all in the effort in maintaining the safety of your child and we reserve the right to call you if questions arise. An **AUTHORIZED** person is required to sign your child in and out of recKids programs.

Transportation

Parents are responsible for personally signing their child into and out of a program and transporting their child to and from before and after school programs. Car motors must be turned off when dropping off and picking up children as per DHS regulations.

Busing from elementary school students in grades 4th-6th is provided by Warwick School District to Warwick Middle School, where children are met by recKids staff to walk safely to the recCenter. **A district transportation form is required for all 4-6 grade students to attend recKids Programs.** Children in grades K-3 remain at their home elementary schools and report to recKids sites within these buildings (Cafeteria/Gym or outside plays areas).

Adults Under the Influence of Alcohol or Drugs

Staff are required to make every effort to keep a child from getting into a car with an adult who is under the apparent influence of alcohol or drugs. Staff will attempt to call an emergency contact to give the child and adult a ride home. Staff will not under any circumstances provide transportation to a child or adult. Staff will contact the police if the pick-up person attempts to drive with or without the child in the car.

Late Pick-up Policy

Your child **MUST** be picked up by 6:00 PM according to the facility clock. It is the parent's responsibility to notify the site supervisor if for some reason you are going to be late. **Picking up after our program closes at 6:00 PM will incur a \$5 per minute late charge.** Fees will automatically be deducted from the account on file. Three or more late pick up occurrences will result in review by the Children Services Director, consult with the parent/guardian, and possible suspension from the program if alternate arrangements cannot be made.

Older Sibling Pick-Up

Parents can arrange for older siblings to pick up their younger siblings at ASK programs. Parents may fill out the Older Sibling Pick Up Waiver to grant permission for their older child to pick up a younger child/children. This waiver must be filled out and submitted prior to older sibling being granted permission to pick-up. If this waiver is filled out, it is expected that the older child will bring one of three forms of identification, either State Issue ID card, Driver's License, or their Warwick School District ID card. This identification will be used by group supervisor to verify older child before the younger child is released to them. The Lititz recCenter and recKids program is not responsible for either child once they leave the childcare site.

Health, Medication, and Emergency Policies

Illness Policy

Any Child exhibiting signs of illness will not be permitted to attend recKids programs. If a child presents signs of illness or an elevated temperature during program hours, the child will be isolated, and parent or emergency contact person will be notified and required to pick up the child within 30 minutes. In cases of severe illness or injury, 911 may be called.

Credit will not be granted for absence due to illness. This includes extended absence for quarantine/isolation.

Medication Dispensing and Medical Emergencies

If your child requires medication to be dispensed during recKids program time, a medical note is required with instructions from the child's physician on how to administer the medication. The medication must be provided to the recKids site in the original container with the prescription label attached. Directions on the container will be followed by staff. A medication log and emergency action plan must be completed. Over the counter medicine will only be administered with a physician's note and instructions and dosage.

It is critical that your child has a current emergency contact form on file. **If your child has a specific condition, please discuss this with recKids site staff and include this information on all application enrollment forms. This information is critical in our effort to ensure the safety of your child in a medical emergency.**

In the event of a medical emergency or accident. EMS will be summoned to the site and the parent/guardian of the child will be contacted. Unless instructed otherwise, the child will be transported to the nearest available emergency facility.

Behavior Policies and Procedures

Behavior Expectations

It is important for your child to have fun in recKids programs, but we also expect respectfulness and cooperation while they are in our care. The staff expect parents/guardians to impress upon the child the necessity of good behavior and cooperation. recKids programs take a proactive approach to negative behaviors. Our goal is to encourage children to behave in ways that make them feel good about themselves and to help them learn to get along with others. The best way to help a child succeed in our program is when staff, children, and parents/guardians are working together to find the best course of action that can create lasting and positive results.

Parent Involvement

Staff will communicate all actions to parents to the best of their abilities and will follow procedures outlined below. If a child experiences unusual or repetitive negative behaviors, the parent/guardian will receive a written or verbal warning highlighting the behaviors observed and strategies used to correct behaviors.

If the severity of child/s behavior dictates, the recKids program and Lititz recCenter reserves the right to suspend or expel a child from recKids programs immediately. Director reserves the authority to determine the severity of a behavior issue and take necessary steps toward restoring a safe

environment in the program for all children. Actions are Final. If a child is dismissed due to behavioral concerns, the child cannot re-enroll in recKids programs for a minimum of one year.

Payment Policies

Payment Details

Payments are made automatically every Friday by EFT/Credit Card automatic withdrawal for the upcoming week of care at 1 AM. Billing method is to be provided on Fee Agreement page when child is enrolled. Changes in billing methods requires a 5-day notice and completion of a new Fee Agreement.

recKids accepts ELRC childcare subsidy. Please notify recKids staff if you qualify or wish to apply for ELRC subsidy.

Returned Payment Policy

If your weekly payment is declined or returned for any reason, a \$30 returned payment fee will be added to the outstanding balance. This includes if your payment method has changed and recKids was not notified prior to the payment being taken. Your child will not be able to attend recKids with an outstanding balance, which you will be notified of by recKids Administrative Staff. If payments are regularly returned or declined, this could result in suspension or termination of childcare services. .

Receipts

Receipts and tax statements may be requested from the Children Services office, call (717) 626-5096 ext. 234 or email GabrielGriffith@lititzrec.com or BarbFishel@lititzrec.com

Payment/Scheduling Procedure

Your fee agreement and rate plan must be in place for a minimum of one month before changes can be made. Changes in days are subject to space and staff availability. Waitlists can form for certain locations and days due to roster limits. Requests for schedule changes are at the discretion of the Child Services Director.

All schedule changes throughout the year are subject to an administrative fee of \$15 per request.

Withdrawal Policy

Withdrawal from recKids programs requires a two-week written notice. Payment will be collected until the approved withdrawal date.

Attendance Credits

Families enrolled in 5 day rate plans are eligible for 5 days of credit during their program sessions to be used for any day the child does not attend for any reason. Credit days will be applied to next schedule payment withdrawal following the approval of a credit request. Credit requests are made to recKids administrative staff at the Lititz recCenter.

There are no credits available for children receiving subsidies through ELRC.

Inclement Weather Policies

Email Correspondence

Families will be notified of any schedule changes due to weather as soon as possible. Emails will be sent by group supervisors from their site email.

Snowy Day Camp

If Warwick School District is closed, Snowy Day Camp will operate from 7:00 AM to 5:30 PM at the Lititz recCenter for all children grades K-6, provided the Lititz recCenter is open and operating at that time. No other recKids programs will operate if the school district is closed. Space on Snowy Day Camp days may be limited due to available staff.

Delays (Before School)

If Warwick School district announces a delay, Before School will be delayed, but will still operate. In the event of a 1-hour delay, Before School will open at 7:40 AM. In the event of a 2-hour delay, Before School will open at 8:40 AM. Breakfast will not be served on late start days.

Early Dismissal for Inclement Weather (After School)

If Warwick School District announces an early dismissal due to inclement weather, there will be no after school programming. You must have a plan in place for your child during emergency early dismissal days. If recKids programs must close early due to inclement weather, you may be contacted to pick up your child from their childcare site. Emergency contacts may be contacted if you are unable to make a pickup before the determined closure time.

Additional Policies

Publicity and Photographs

Over the course of programs, staff may take photos or videos of children participating in recKids programs and activities. These photos may appear in newspapers, displays, social media, or other publicity materials. Please refer to the Lititz recKids Photo consent for additional information.

Agreements

All enrollment and fee agreements will be enforced once signed by both parent/guardian and recKids administrative staff.

When School is Out, recKids is In!

Special Day Camp

Special Day Camp is offered on select holidays, in-service days at the recCenter from 7:00 am until 5:30 pm. Children must supply their own nut-free lunch and refillable water bottle. Games, crafts, outdoor and indoor play, and much more are offered throughout the day as well as snacks. Students must be enrolled in recKids programs to attend and must sign up in advance. Sign-up sheets will be made available ahead of these camp dates at recKids childcare sites.

The recKids program also offers special early dismissal in-service day camps. Families sign their child up in advance on the sign-up sheet at their child's elementary school. Warwick School District transports all children

to the Warwick Middle School where staff will receive them and walk them safely to the recCenter. Availability for this service is limited due to staff availability.

Program Locations

PROGRAM& LOCATION	AGE/GRADE	HOURS OF OPERATION	SPECIAL NOTES
Summer Child Care held at the recCenter	Entering K- entering 7 th grade	7:00am- 5:30pm	Swimming, walking trips, optional paid field trips. Cold breakfast & snacks provided Must pack own lunch. Camp Shirt required. Open to all community children.
recKids Preschool held at Lititz recCenter	3&4 year old class Tue/Thu 4&5 year old class M/W/F	9-11:30am	Includes weekly swim lessons and use of the funZone bounce castle and climbing features. Open to all community children.
Before School Care held at Beck, Bonfield, Kissel Hill and Lititz Elem	Grades K-6	6:40am- 7:50am	School breakfast provided. *Warwick School District students only.
After School Care held at Beck, Bonfield, Kissel Hill and Lititz Elem	Grades K-3	2:30pm-6pm	Snacks provided. *Warwick School District students only.
Older Kids Club after school held at the recCenter	Grades 4-6	2:30pm-6pm	Bussing provided for no charge Snacks provided. *Warwick School District students only.
Special Day Camp held at the recCenter (in- service, non major holidays)	K- 6 th grade	7am-5:30pm	Snacks & cold breakfast provided Must pack own lunch Swimming/Bounce Castle some days
Snowy Day Camp held at the recCenter	K-6 th grade	7am-5:30pm	Snacks & cold breakfast provided Must pack own lunch Swimming/Bounce Castle some days

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, recKids Preschool, recKids Before & After School Programs, and recKids Summer Child Care. Lititz Elementary, John Beck Elem, Bonfield Elem, Kissel Hill Elem and Lititz recCenter.
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.- 8th 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**