

Lititz recCenter Children Services Department

Lititz recKids Preschool Handbook 2023-2024



301 W Maple St Lititz, Pa 17543
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www.lititzrec.com

Dear Parent(s)/Guardians(s):

Welcome to the Lititz recKids Preschool!

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 Children 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

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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 an active, educational, and enjoyable program licensed by PA DHS qualified staff in a safe 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 supervise children on facility premises and on facility excursions at all times. The outdoor play areas used by the facility is 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 an may not specifically aim to degrade the child or the child's family.

Child Abuse Mandated Reporter

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

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.

Registration & Enrollment

Registration

Registration for 2023/2024 Preschool will open on March 20th. Registration will be open until June 1st, after which, registrations will incur an additional \$25 late fee.

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

Registration does not confirm a spot for a child. A spot is confirmed (child will be enrolled) once all necessary paperwork is submitted and accepted by Children Services Administrative Staff.

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. Discounts may be applied for siblings and members of the Lititz recCenter. A fee increase will be applied to late registrations.

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 or children in the recKids program you must complete the following required paperwork:

1. RecKids Registration Form
2. Emergency Contact/Parent Consent
3. RecKids Fee Agreement
4. Child Health Report/Immunizations
5. Physical, Medical & Dietary Individual Action Plan
6. **IF APPLICABLE**, Individualized Education Plan(IEP)
7. **IF APPLICABLE**, Custody Agreement

All portions of the 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.

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
- 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 in is the parent's responsibility to provide advanced information to the Child Services Directors. Any parent meeting must be prearranged and occur during program hours.

Legal Document Policy

If applicable, we require parents/guardians who have a current custody agreement of PFA to provide staff with all pertinent legal documents. Please discuss information with your child's group supervisor. This information must be received prior to your child's or children's first day of attendance.

Keep Us Up-To-Date

It is essential that you remember to update your child's forms when you have a job change, new home, new phone number, and or new email address, and a change in payment information. All recKids parents/guardians will be asked to update enrollment forms every six months.

Preschool Class Information

Orientation

An orientation time will be held for both preschool classes on Thursday, Sept 7th 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 8-31-2022 for 3/4 class

*Must be 4 by 9-15-2022 for 4/5 class

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

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.

Parental Involvement/Communications

A **Parent Bulletin Board and Newsletter** will provide important information and notices to families. 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 20, 2023 (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.

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.*

Payment/Legal Policies

Automatic Payment

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 Lititz recCenter 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 per minute will automatically be deducted from your account on file. If there is an emergency situation, and you are unable to pick up, please call the recKids Admin Office 626-5096 ext. 228.

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, provided there is space available.

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 & Medical Procedures

Illness

Your child's health is a matter of major importance to us. 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 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.

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.

Special Considerations

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

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.

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.

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.

Disciplinary Policies

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.

Ladder of Discipline

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. If 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*

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 recKids Preschool!