

Lititz recCenter Children Services Department



recKids Parent Handbook

School Year 2023-2024

301 W Maple Street Lititz
PA 17543

717-626-5096

www.lititzrec.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 12 Years (Preschool-6th Grade) for nearly 40 years!

Our program provides quality care that includes learning in a fun environment. Throughout the year our activities include active games, STEM learning experiences, creative arts, literacy, swimming, walking trips, homework time, cooking experiences, and field trips.

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

This booklet and the information in is a guide to help you understand our program's policies and procedures. Please read it carefully and contact the recCenter (717-626-5096 X 234) with questions. Our goal is the well being and safety of your children at the recKids programs while providing activities in a nurturing environment.

We look forward to building and continuing a partnership between the recCenter and all of our families.

Warmest Wishes,

Stacey and Gabe

Stacey Lorah

Child Services Director
Lititz recCenter
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Lititz recCenter
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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. 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 ratio 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.

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.

Enrollment Policy

The 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, and families currently enrolled in recKids have priority for registration.

Child Abuse Policy

PA DHS requires all staff members of childcare programs to be on the lookout for and report any cases of suspected abuse to Childline. Lititz recKids 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 continuous training.

Contact Information

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

School Year Program Contact Information

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

Beck: 717-626-3704 ext 3845 or email BeckrecKids@lititzrec.com

Bonfield: Phone 717-626-3705 ext 3887 or email BonfieldrecKids@lititzrec.com

Kissel Hill: 717-626-3703 ext 3861 or email KisselHillrecKids@recKids.com

Lititz Elem: Phone 717-626-3702 ext 3871 or email LititzElrecKids@recKids.com

Older Kids Club: 717-626-5096 ext 243 or email OKCrecKids@recKids.com

PROGRAM CLOSINGS

All Lititz recKids programs will be CLOSED on the following days during the 2023-24 school year:

Good Friday,
Memorial Day,
Thanksgiving Day,
Christmas Day,
New Year's Day

Orientation

All Students enrolled in school age recKids programs are welcome to attend an orientation designated for each program. Orientation will provide an overview of program policies and the chance to meet our staff.

Summer recKids: Wednesday, May 24th from 6:30-7:30pm at the Lititz recCenter

Before and After School Care: Wednesday, August 23rd from 6:30-7:30pm at the Lititz recCenter

Registration

Registration for Summer Camp and the 2022/2023 School Year 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.

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
8. District Transportation Form(For 4th-6th ASK)

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.

**Special and Snowy Day Camp Registration: Attendance on non-contracted days of care is separate and requires a separate fee. Only children who are fully enrolled in recKids care will have the option to attend Special or Snowy day camp.*

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.

Contract & Schedule Policy

recKids offers 2day, 3-day, and 5day weekly rate plans for attendance for school year and summer programs.

Before School recKids hours: M-F 6:40-7:45am

After School recKids hours: M-F 2:45-6pm

Your child may only attend on days indicated on your enrollment 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 child care programs on a day they are normally 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 additional fee of \$15 will be charged to the account on file for unreported absences.

Drop-off & Pick-up Procedures and Transportation

Morning Drop-off (Before school recKids at Warwick Schools).

Parent must drop of children by 7:15am in order to participate in our program. Breakfast is provided by Warwick schools and is included in the price of tuition.

Release of Children

Our job is to keep children safe. Unauthorized persons are not permitted to take your child without being listen 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 your child's safety is our utmost priority ad 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

Children will only be released to persons to whom parents/guardians have authorized to pick up indicated on the emergency contact form. If someone other than the authorized persons will be picking up a child, the parent must provide prior written permission (via email or note). The authorized individual will be required to show ID and sign the child out following pick up procedures.

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 the Department of Human Services (DHS) regulations.

Busing from elementary school students in grades 4-6th 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).

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 \$2/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 is alternate arrangements cannot be made.

Health Medications, and Emergency Policy

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

If a child cannot attend the program due to quarantine/isolation (COVID-19 and other communicable diseases), no refund will be issued. Questions regarding this policy should be directed to the Children Services Director.

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 attached. Directions on the container will be followed. A medication log and emergency action plan must be completed for each child.

It is critical that your child has a current Emergency Contact form on file. **If your child has a specific condition (Asthma, seizures, allergies, or wears a medical alert) please VERBALLY discuss this with recKids site staff AND include this information on your child's Emergency contact form. This is critical information necessary for staff to respond to medical emergencies.**

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 Policy and Procedure

It is important for your child to have fun in recKids programming, but we also expect respectfulness and cooperation. 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, child, and parents/guardians are working in unison to find the best course of actions that create lasting and positive results.

Parent Involvement

Staff will communicate all actions to parents to the best of their abilities and will follow the procedures outlined below. In the event that 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 by staff to correct the situation.

**If the severity of the child's behavior dictates, the recKids program and Lititz Rec Center reserve the right to suspend or expel a child immediately.*

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

1. **A SIMPLE REQUEST** to stop or change the behavior.
2. **PERSONAL INTERACTION** with the child. Using eye contact staff will firmly state what the child must do to stop or change the behavior reminding him/her of the consequences.
3. **REDIRECTING** the child away from the problem situation to another activity or area. Child will have the choice to remove self from the activity for a period of time
4. A **QUIET REFLECTION** activity will be assigned to the child and an alternate activity will be provided.

5. A **CONVERSATION** will occur between the child and the Child Services director.
6. If the behaviors continue a **MEETING** with the director and parents will occur.

Director reserves the authority to determine the severity of a behavior issue and take the necessary steps toward restoring a safe environment in the program for all. Actions are FINAL. If the child is dismissed due to behavioral concerns the child cannot be re-enrolled in the recKids programs for a minimum of one year.

Payment Policies

**Please refer to our Fee Agreement page for more details.*

Payments are made automatically every Friday by EFT/Credit Card automatic withdrawal for the upcoming week of care. Changes in billing methods require a 5 day notice and completion of a new payment form.

recKids Child Care accepts ELRC child care subsidy. Please notify the recKids Child Services staff if you qualify for or wish to apply for ELRC subsidy.

If your weekly payment declines, the following will occur:

1. A \$30 late fee will be assessed after three email/phone notifications. This includes if your payment information has changed and you failed to notify us before the payment is due.
2. If you continue to regularly miss payments this could result in suspension or termination of childcare services.

The following could result in additional charges on your account: Not communicating schedules or absences, late pick up charges, or declining payments. If your account is outstanding for two payment cycles your child care services will be suspended until full payment is made or earlier at the discretion of the Child Services Director.

Receipts

Receipts and tax statements may be requested from the Children Services office, 717-626-5096 ext 234 or by emailing recKids@lititzrec.com.

Lititz Community Center(DBA Lititz recCenter) TAX ID # 23-6296633

Payment/ Scheduling Procedure

Your enrollment agreement and fee plan are in place for a minimum of one month before changes can be made. Please note that changes in enrollment days are subject to space and staffing availability. Requests for schedule changes are accommodated at the discretion of the Children Services Director.

Written requests for schedule must be submitted with 2 weeks advanced notice.

Withdraw Policy

Withdrawal from the recKids programs requires a two-week written notice. Payment will be collected until the approved withdrawal date. Re-enrollment will be on a space availability basis, and may only occur once per program session. Re-enrollment is not guaranteed.

Attendance Credits

Children who are contracted to attend their program 5 days a week are eligible for 5 days of credit during their program session to be used for days the child is not in care for any reason. Credit days will be applied to the next scheduled payment withdrawal following the approval of

a credit request. Credit request forms are located at each site or by contacting the recKids Office at the Lititz recCenter.

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

Publicity/Photographs

Photos/Videos may be taken from time to time.

Photos/Videos may appear in newspapers, displays, social media or other publicity materials. Please refer to the Lititz recKids Photo consent for additional information.

Inclement Weather Policy

Families will be notified by email as soon as possible regarding changed to recKids program schedules in the event of inclement weather.

Lititz recKids will adhere to the following inclement weather policy:

- If Warwick School District is closed, Snowy Day Camp will operate from 7AM-5:30PM at the Lititz recCenter for all children grades K-6, provided the Lititz recCenter is open during those times. 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 due to inclement weather, **there will be no After School Care**. Please have a plan in place for your child during emergency early dismissal days and indicate this on your district transportation form. In the event that recKids programs must close early due to inclement weather, you will 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 early closure time.

Points to Remember

- All Children registering for care must be fully potty trained upon registration.
- Contact your child's Group Supervisor if they will not be attending on their scheduled days of the week. You can contact your child's Group Supervisor by using the site email or phone number.
- **Your child cannot be released to any person who is not identified on enrollment paperwork.**
- There is no reduction in fees due to absences, nor credits given for future payments, in exception to credits granted as a result of 5-day enrollment.
- Enrollment agreements and fee agreements are contracts and will be enforced. **We are a nut free program and snacks, and meals will adhere to food safety and allergy guidelines.**

When School is Out, recKids is In!

recKids offers Special Day Camp during select holidays or in-service days during the school year. Special Day Camp is held at the Lititz recCenter from 7am-5:30pm. Scheduled games, walking trips, and group outdoor/indoor play will be among the many activities provided. Breakfast, and morning/afternoon snacks will be provided. **Each child must bring a nut free lunch and a refillable water bottle.** Students must be enrolled in recKids programs in order to attend Special Day Camp, and must sign up in advance. If low attendance is anticipated, the camp day may be cancelled. Families will be notified and will need a plan for alternate care.

The fee for care during Special or Snowy Day Camps is \$30 if your child is scheduled for care that day, and \$50 if your child is not scheduled for care on that day. **There is no credit for regular care during the weeks when Special or Snowy Day Camps are offered.** Dates for day camp will become available as soon as Warwick's School calendar is approved.

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**

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 fieldtrips 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 1 hr. delay* open at 7:40am 2 hr. delay* open at 8:40am	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