

Lititz recCenter recKids Children Services



# reckids Family Handbook

*Before/After School Care,  
Preschool,  
and Summer Camp*

301 West Maple Street  
Lititz, PA, 17543  
717-626-5096

[www.Lititzrec.com](http://www.Lititzrec.com)

## Welcome to the Lititz recKids Programs!

The Lititz recCenter has been providing a safe, nurturing and fun-filled environment for children ages PreK-6<sup>th</sup> grade for nearly 40 years. Our program provides quality care in an active and secure environment. Activities include active movement, games, STEM learning, and creative arts. Our goal is to ensure the well-being and safety of all the children entrusted in our care while providing activities and experiences to help them grow and learn in a positive environment.

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.

This Family Handbook outlines our policies and procedures for the recKids programs. If you have any questions regarding these policies, please do not hesitate to ask.

We look forward to building partnerships between the recCenter and each of our families this summer.

### **Barb Fishel**

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

### **Gabe Griffith**

Assistant Child Services Director  
(717)626-5096 ext. 234  
[GabrielGriffith@lititzrec.com](mailto:GabrielGriffith@lititzrec.com)

## **General Information**

The **Lititz recCenter** is a nonprofit charitable organization with the mission of enriching the lives of the community by providing exceptional programs, services and facilities that promote the participation of individuals, families, businesses, and groups from all backgrounds.

### ***recKids Mission Statement***

To provide children with an active, educational, and enjoyable program licensed by PA DHS qualified staff in a safe, secure, and nurturing environment.

### ***recKids Program Goals***

We seek to foster each child's respect for self and for others. We 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 develop the ability to work and play in a group and participate in self-directed interests and activities.

### ***Pennsylvania State License***

Our program must maintain a license by the PA 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 at [www.dhs.pa.gov](http://www.dhs.pa.gov). Please see important DHS regulations below:

### ***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**

Enrollment for recKids Summer Camp and upcoming school year programs opens in March each year. Enrollment continues on an on-going basis until available spaces are filled. Waiting lists may form for certain days and sites.

Enrollment begins with completing our Enrollment packet. A packet can be found on our website (<https://lititzrec.com/childcare-at-lititz-reccenter/reckids-open-registration/>) for download or for online completion within Adobe. A packet can also be requested from the recKids Administrative Office. This packet must be completed in full and submitted to the office for review. Child Services Administrative Staff then review paperwork and will be in touch with you between 3-5 business days. If paperwork is missing information or incomplete, it will be sent back to correct anything that is missing or incomplete. Once enrollment papers are approved, you will receive a fee agreement which outlines the requested rate plan, tuition, and payment policy. Once this agreement is signed, your child's spot will be confirmed and they will be enrolled. Enrollment is NOT FINAL until ALL required forms are completed, signed, and approved by the Child Services Administrative Office.

### ***Enrollment***

Your child may start recKids programs **five business days** after all paperwork is completed, 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: for enrollment in any recKids program. Acceptance into any program is not guaranteed until **ALL** paperwork is complete.

1. RecKids Enrollment Form
2. Emergency Contact/Parent Consent
3. RecKids Fee Agreement
4. Child Health Report/Immunizations must have a physician's signature
5. Physical, Medical & Dietary Individual Action Plan
6. **IF APPLICABLE**, Individualized Education Plan (IEP)
7. **IF APPLICABLE**, Custody Agreement
8. **IF APPLICABLE**, Warwick School District Transportation Form(4<sup>th</sup>-6<sup>th</sup>)
  - a. *This form is to be submitted to WSD Transportation Office.*

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 from 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 or Deaf-Blindness
- Emotional Disturbance
- Hearing Impairment
- 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 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 or 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, new email address, and/or a change in payment information. All recKids parents/guardians will be asked to update enrollment forms every six months.

### ***Orientation***

All students and families enrolled in recKids programs are welcome to join us for Orientation prior to the start of the next upcoming program. Orientation will provide an overview of key policies as well as offering a chance to meet key staff and program supervisors. Flyers for Orientation are sent to families before programs begin.

## **Schedule & Attendance Policies**

### ***Contract & Schedule Policy***

recKids offers 2day, 3-day, and 5day weekly rate plans for attendance for School Year and Summer programs. Summer recKids and Special Day Camp during the school year operates M-F 7:00am-5:30pm. School year EBKC operates from 6:40 – 7:45 (when the opening bell rings). School Year After School (ASK and OKC) operates from 2:40-6:00.

Children may attend for no more than 10 hours per day. Requests for schedule changes are not guaranteed to be approved and must be submitted to the recKids office prior to Friday of the preceding week. Requests to add contracted days to a child's schedule will be considered based on staff to child ratios. Schedule changes are subject to a \$15.00 processing fee.

### ***Child Attendance***

Your child will be expected at our program on their contracted days. ***If your child will not be attending any recKids childcare programs on a day they are normally scheduled to attend, please contact your child's group supervisor.*** Your child will be considered absent if they arrive after 9:00 AM and staffing may be adjusted. Care at that time will not be guaranteed. Lititz recCenter is responsible for your child(ren) during contracted times of care, chronic unreported absences will be subject to an additional fee of \$15 for administrative time and costs. Please contact your child's site email/phone at your earliest convenience, preferably before 2:00PM. Do not call admin/office phones as we may be out at childcare sites.

### ***Attendance Tracker***

recKids will utilize an online attendance tracker for signing in and signing out. Parents will input their phone number to check their child into their group and subsequently out at pick-up. This will be done on the tablet available in each room. Parents are responsible for supplying recKids with all authorized pick-up information.

### ***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 your child's safety is our utmost priority, 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.

Children will only be released to people to whom parents/guardians have authorized and 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.

### ***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 for 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 5:30 PM (summer camp and special day camp) 6:00 PM at the ASK/OKC sites 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 will incur a \$5/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.

## **Health, Medication, And Emergencies**

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.

### ***Health Safety Policy***

All students must abide by the PA DHS, PA Dept of Health, Lititz recCenter and school district health and safety guidelines and policies. If your child is ill or has symptoms or illness, we ask that they do not attend their normally contracted program until symptoms subside or they are no longer ill. If your child reports to their program sick or falls sick while in attendance, we will do our best to isolate them and you or an emergency contact will be called to pick up your child as soon as possible.

### ***Snack Policy***

Snack will be served as part of all recKids programs. We do our best to provide a wide variety of healthy options, namely fruit, granola, yogurt, while also providing popular kids snack options. Snacks are served in moderation. Students can also bring a snack from home. If the child has severe allergies, we can keep a selection of safe snacks brought from home at our sites. Two snacks will be served during Summer Camp or Special/Snowy Day Camp and one snack will be served as part of ASK.

## **Behavior Policy And Procedures**

It is important for your child to have fun in recKids programming, but we also expect respectfulness and cooperation. recKids programs take a proactive approach to negative behaviors. Our goal is to encourage children to behave in ways that promote positive self-esteem, empathy and compassion toward others. The best way to help a child succeed in our program is when staff, child, and parents/guardians are cooperatively

with each other in partnership to find the best course of action to 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. If a child displays 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 recCenter may 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 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.

*The Child Service Director reserves the right and authority to determine the severity of a behavior issue and will take the necessary steps toward restoring a safe environment to the program. Actions are FINAL. If the child is dismissed due to behavioral concerns the child cannot be re-enrolled in the recKids programs.*

### **Payment Policies**

*\*Please refer to your Fee Agreement (contract) for more details.*

Payments are made automatically every Friday (1:00 AM) 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 childcare subsidy. Please notify the recKids Child Services staff if you qualify or wish to apply for ELRC subsidy.

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

1. A \$30 late fee will be assessed.
2. If you continue to regularly miss payments this could result in suspension or termination of childcare services.

### ***Receipts***

Receipts and tax statements may be requested from the Children Services office, 717-626-5096 ext 228 or by emailing [BarbFishel@lititzrec.com](mailto:BarbFishel@lititzrec.com).

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

### ***Payment/Scheduling Procedure***

Your enrollment agreement and fee plan must be in place for a minimum of one month before changes can be made. Please note that requests for changes in enrollment days are subject to space and staffing availability. Written requests for schedule changes must be submitted with 2 weeks' advance notice. Schedule changes are subjected to a \$15.00 processing fee to offset administrative costs.

### ***Withdrawal Policy***

Withdraw from the recKids programs requires a two-week written notice. Payment will be collected until the approved withdraw 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.

There are no vacation credits for children in the two- or three-day rate plans.

### ***ELRC Differentials***

Families receiving subsidies through ELRC may be charged a differential for care when applicable. A differential will be charged for Special Day Camps as well.

### **Photos/Publicity**

Photos/Videos may be taken by recKids staff at childcare sites 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. Photos may also be included on the Lititz recCenter or Lititz recKids Facebook/ Instagram pages.

### **recKids Before/After School Care (EBKC/ASK)**

#### ***Program Information***

recKids Before/After School Care (referred to as EBKC/ASK going forward) is our School Year Program. Through partnership with the Warwick School District, EBKC (Early Birds) and ASK are both hosted at Warwick's four elementary schools. ASK is also hosted for older students in 4<sup>th</sup>-6<sup>th</sup> grade at the recCenter at our Older Kids Club (OKC). Students attending OKC are transported to the Warwick Middle School where recKids Staff receive them and take them to the Lititz recCenter.

#### ***Contact Information (School Year)***

Please use the following contact information for your child's site:

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**

***\*Please email or call your child's site to report that your child will NOT attend on the day they are scheduled. Failure to do so can be subject to additional charges if unreported absences become a chronic issue.***

***\*Children attending summer camp or special day camp throughout the school year must notify staff by 9:00 AM of any absence for the day. If your child arrives after 9:00 AM without prior notification they will be assumed absent and staffing for the day will be adjusted and care is no longer guaranteed for the day.***

#### ***Program Closings***

All recKids programs will be closed on Labor Day, Thanksgiving and Black Friday, Christmas Day, New Year's Day, Good Friday, and Memorial Day.

## ***Inclement Weather Policy***

EBKC/ASK programs follow the Warwick School District calendar and inclement weather process. In the event of inclement weather, our program responds in the following ways:

- ***School Closure:*** If Warwick elects to cancel school, Snowy Day Camp will be provided for all recKids families K-6 at the Lititz recCenter. This includes Flexible Instruction Days.
  - 7:00AM to 5:30PM in Zone 3.
  - Snowy Day Camp may close if the recCenter closes. If this is the case, you will be called to pick up your child.
- ***Delayed Start:*** If Warwick elects to call for a delayed start, EBKC will open later based on the delay. Breakfast is not served by the school on delayed start days
  - ***2-Hour Delay:*** 8:40AM
  - ***1-Hour Delay:*** 7:40AM
- ***Inclement Weather Early Dismissal:*** If Warwick elects to dismiss early due to inclement weather, ASK will be closed at all schools and at the recCenter. Students will follow their alternate emergency transportation plan on file with the Warwick School District. Parents/Guardians are responsible for ensuring the correct alternate transportation for their children on inclement weather early dismissal days.

Parents/Guardians and/or emergency contacts listed on your child's Emergency Contact Sheet may be contacted to pick up children in the event of emergency or weather closing of the recKids program during Snowy Day Camp or ASK if conditions deteriorate will program is in progress.

## ***Day Camps***

recKids offers a variety of different day camps throughout the school year to all contracted families for additional charge. If your child is signed up for any of these Special Day Camps, you are required to send them with a packed lunch, a jacket, and closed toe shoes. The camps we offer are as follows:

- ***Special Day Camp:*** These are days during the school year that Warwick is closed, either for Inservice, certain holidays, or other days in the year when many parents still work. As these days approach, we will advertise them at sites and through email and sign-up is on a first come first served basis. Due to staff scheduling, this roster may become full and a waitlist will form. Kids may be moved from the waitlist to the roster if space becomes available or if we can schedule additional staff to allow for more students to attend.
  - 7:00AM to 5:30PM in Zone 3.
- ***Snowy Day Camp:*** Follows the same structure as Special Day Camp, but sign-up is not early. Rather, you bring your child to the recCenter for drop off. Space is available on a first come first served basis and doors may be closed if roster maximum is reached. Additional space may become available if we are able to schedule more staff that can safely reach the recCenter.
  - 7:00AM to 5:30PM in Zone 3.
  - Flexible Instruction Days (FID)
    - In the event of a FID Day being called, students can bring their WSD issued device to complete assigned activities. Families are responsible for providing the device (ideally fully charged), a charger, headphones, and log-in information so that the students can complete their assignments at camp. If these are not provided, students may be given an alternate activity and assignments would need to be completed at home.
- ***Early Dismissal Camp:*** These are days in which Warwick schedules an Early Dismissal, usually around 10AM. Through our partnership with the district, we can have students transported to us on these days. Sign-up will be done ahead of time like in the case of Special Day Camp, and if the roster becomes full, a waitlist will form. Rosters for these camps will be finalized sooner as we must give the district the roster early to ensure all kids signed up can be transported to us.
  - 10:45AM (Time of Dismissal) to 5:30PM in Zone 3.

## ***Breakfast Policy (EBKC)***

Breakfast is provided free of charge to all students enrolled in Warwick School District. Students receive breakfast as part of our EBKC program. Students can also bring snacks or breakfast items if they wish. Breakfast will not be provided by the school in the event of a delay.



## **recKids Preschool**

### ***Contact Information (Preschool)***

Please use the following contact information for Preschool:

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

### ***Class Overview***

Preschool is offered to children aged 3 years old to 5 years old. Preschool opens at 8:15am and closes at 2:15pm. During class, we focus on academic and developmental skills with an age-appropriate curriculum. We ensure students will have a chance to build social skills and interact with their peers with an emotional development focus as well. Class activities include but are not limited to circle time, music/dance, indoor/outdoor gross motor activity.

### ***Enrichment Activities***

Included as part of Preschool at the recCenter are exciting enrichment activities such as Spanish, sports, yoga, STEM, funZone, swimming lessons, and more! Special enrichment activities are provided and led by qualified recCenter staff.

### ***Orientation***

An orientation will be hosted at the recCenter prior to each school year. You will be notified by the Preschool staff ahead of orientation with the date and time. We use this time to meet families and incoming preschool students. Students will have a chance to interact and engage with activities while parents get an overview of the program from the teachers.

### ***Drop Off/Pick Up Procedures***

Doors open at 8:15am for drop off at the preschool room. Class will begin promptly at 8:30am. You will need to sign your child in using our Attendance Tracker system. Pick up is at the same door before we close at 2:15pm and you will need to sign your child out using the same system. You will be given the code to the side door to access Preschool. Please do not use the side door for any other access to the building. If you are a member, you still need to sign in at the front desk when using any other spaces of the recCenter.

### ***Parent Involvement***

Email communication will include a newsletter that will provide information and notices to parents. Please check your email frequently as it is the main communication method used to reach all parents. Parent/Teacher Conferences will also be held halfway through the year to review progress. We are also available to discuss progress throughout the year to ensure your child are best prepared for their education ahead.

## **recKids Summer Camp**

### ***Contact Information (Summer Camp)***

Please use the following contact information for your child's site:

Beck/Lititz El: **(717) 626-5096 & [BeckrecKids@lititzrec.com](mailto:BeckrecKids@lititzrec.com)**

Bonfield/Kissel Hill: **(717) 626-5096 ext. 319 & [BonfieldrecKids@lititzrec.com](mailto:BonfieldrecKids@lititzrec.com)**

PreK/Kindergarten: **(717) 626-5096 ext. 291 & [PreschoolrecKids@lititzrec.com](mailto:PreschoolrecKids@lititzrec.com)**

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

### ***recKids Summer T-shirts & Uniform***

Each child will receive two summer recKids t-shirts at the beginning of the summer. Your child should wear this shirt each day. To request additional shirts, please contact your group supervisor. Children in our Preschool & Kindergarten group receive one camp shirt and will only be required to wear this on walking and/or field trip days. Your supervisor will notify you of those days. Please make sure your child is dressed appropriately for various weather conditions, as we attempt to be outside each day. CLOSED TOED shoes (sneakers, athletic shoes, crocs, etc) should be worn daily – no flip flops.

## **Summer Camp Lunch Policy**

A morning and afternoon snack are provided daily by the program. Children must bring a packed lunch, labeled with their name, each day. Please provide an ice pack if needed. We encourage families to provide their children with healthy lunch options. Sodas are not permitted.

## **Day to Day Essentials to Bring**

To ensure your child has everything they need to succeed at Summer Camp, please ensure they bring the following with them to camp daily:

- Their recKids Summer Camp Shirt(two will be given to you the first week of camp)
- A packed lunch
- A labeled, refillable water bottle
- A labeled bottle of sunscreen(these may be stored at the recCenter in the childcare site)
- Sneakers or rubber-soled, close toes shoes
  - Please no Crocs, sandals, or flip-flops.
- A swimsuit and towel (M-TH)
  - A change of clothes for after swimming.
- For Pre-K/Kindergarten Only:
  - A change of clothes to be kept at the recCenter.
  - recKids Summer Camp Shirt on field trips and walking trip days.

## **Weekly Activities**

A variety of programming (art, science, literature, large motor, small motor, social, emotional, cognitive) will be incorporated into weekly schedules which will be shared by site supervisors. Walking, park and playground visits, and outdoor play will be offered daily (weather permitting). Special guests or presentations might be scheduled at Lititz recCenter. Field trips are optional through the summer.

## **Swimming during Summer Camp Childcare Program**

Children attending recKids will walk from the Lititz recCenter to Lititz Springs Pool each morning Mon-Thurs (weather permitting). PA DHS requires that a lifeguard employed by the recKids program be present while children are at the pool. Additional lifeguarding staff will also be working. Children should arrive in the morning at recKids with a swim suit on under their clothes as often as possible. Children should arrive at recKids with SUNSCREEN already applied. Permission is required with enrollment for children to apply their own personal sunscreen prior to pool activity. Each child is required to have their own sunscreen, provided by a parent/guardian, which will be stored at the program. Swim skill tests will be administered by recCenter lifeguards to determine children's swimming ability and thus access to deeper pool areas. Children will be advised of the pool rules by staff and expected to follow them. Failure to follow pool rules may result in loss of pool privileges for a period of time. Alternative non-pool activities will be offered to children that do not or cannot participate in swimming activities.

**SAFETY TIPS:** Dress your child in a brightly colored swimsuit in red, orange, yellow, pink, or purple) to be more visible to lifeguards in the pool, particularly under water. Children may bring their own goggles – face masks covering noses are **not** permitted.

## **Field Trips**

**Optional summer and /or special day camp field trips are available on the Daxko site.** Field trip sign-up options will be provided at the beginning of the summer and school year. Space is available to students on a first-come, first-served basis. Sign-up for field trips via the Lititz Rec. Payments for trips will be automatically deducted from your indicated recKids payment account. Your payment guarantees your spot and is due at the time you sign up. **Field trip payments are not refundable.** Some field trips are available only to certain age groups. Transportation to field trip destinations will be by bus contracted to Lititz recCenter. Instructions for attending field trips will be provided to parents/guardians based on the particular destination. If your child will NOT be attending a field trip, he or she will report to Lititz recCenter as scheduled and participate in activities with others in their group who are not attending the trip.

## **CIVIL RIGHTS COMPLIANCE**

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*

**recKids Preschool**

**recKids Before & After School (EBKC and ASK)**

- Lititz Elementary, John Beck, Bonfield, Kissel Hill
- OKC Lititz recCenter

**recKids Summer Care**

**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**