Lititz recCenter Children Services

RecKids Family Handbook

301 W Maple St.
Lititz, PA 17543
717-626-5096
www.lititzrec.com

LITITZ recKids CHILD CARE

Welcome to the Lititz recKids Programs!
The Lititz recCenter has been providing a safe, nurturing and fun-filled environment for children ages Pre K-6th 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.

Bernadette Cisney

Child Services Director
(717) 626-5096 ext. 228
Bernadettecisney@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 MissionStatement

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 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. 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(to include hair type, hair texture, or hair style), color, religious creed(to include all aspects of religious observances and practice), disability, ancestry, national origin (Including Limited English Proficiency), age(40 and over), or sex(to include pregnancy status, childbirth status, breastfeeding status, sex assigned at birth, gender identity or expression, affectionate or sexual orientation, and differences in sex), and retaliation.

Lititz recKids Contact Information

recKids Summer Camp Programs meet at Lititz recCenter in Zone 2, Zone 3, Fun Zone and the PreK classroom.
Children enrolled in the before school (Early Birds) program Grades K-6 meet in their home school's cafeteria.
Children enrolled in the After School Program (ASK) in Grades k-3 meet in their school cafeteria at dismissal. Children in grades 4-6 (OKC) are bussed by the Warwick School District to the Warwick Middle School and escorted by recKids staff to the Lititz recCenter.

PreK/Kindergarten: PreSchoolrecKids@lititzrec.com

Beck: (1st-3rd Grade) BeckrecKids@lititzrec.com

Bonfield:(1st-3rd Grade) BonfieldrecKids@lititzrec.com

Kissel Hill:(1st-3rd Grade) KisselHillrecKids@lititzrec.com

Lititz El:(1st-3rd Grade) LititzElrecKids@lititzrec.com

Older Kids Club (4th-6th Grade) 717-626-5096 ext 243 OKCrecKids@lititzrec.com

recKids Administrative Office: 717-626-5096 ext 234 reckids@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 care is no longer guaranteed for the day.

Registration & Enrollment

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

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. Enrollment requires parent/guardian to complete all necessary enrollment forms found at **www.lititzrec.com** under the child care tab. Forms will be reviewed by the Children Services Administrative Staff, and either approved or returned to parent/guardian to correct any missing or incomplete information. Once all enrollment papers are approved you will receive a fee agreement that must be filled out with your preferred payment information. Enrollment is NOT FINAL until ***ALL*** 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.

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**. Discounted registration fees are available for members of the Lititz recCenter.

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 and you are charged a registration fee.

1. RecKids Registration 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

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) and Support Services

Our program values inclusion and strives to support each child's unique needs. While childcare centers are not required to implement Individualized Education Plans (IEPs) in the same way as public schools, we will make every reasonable effort to collaborate with families and support a child's developmental and educational goals.

- Families are encouraged to share a copy of their child's IEP or care plan with the program so that staff can be better informed.
- Staff will work with parents/guardians, therapists, and school district representatives to support strategies that can be implemented safely and reasonably within our program.
- Reasonable accommodations will be made, provided they do not pose a safety risk, fundamentally alter the nature of the program, or exceed staff training/capacity.
- If a child's needs cannot be safely or appropriately met within the program, a meeting will be scheduled with parents/guardians to discuss next steps.

Protocol For BHT Or Additional Support Services

If a child has need of additional support services, it is the parent's responsibility to provide advanced information to the Child Services Directors. Please provide recKids staff with any information that will help your child succeed in our program.

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.

Schedule & Attendance Policies

Contract & Schedule Policy

recKids offers 2day, 3-day, and 5day weekly rate plans for attendance for 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)
After School (ASK and OKC) operate 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 will 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.

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.

Medication Dispensing and Medical Emergencies

Ifyour child requires emergency medication or requires prescription medicine to be dispensed during recKids program time, recKids adheres to the following procedures:

Medication Authorization

Written parent/guardian permission is required **before** any medication can be given. This will be provided in the form of a completed medication log. A doctor's note detailing the medication, dosage, and administration instructions is also required. Prescription medications must be in the original pharmacy-labeled container with the child's name, dosage, and instructions. Non-prescription (over-the-counter) medications must be in the original container with written authorization specifying dosage and timing.

Storage of Medications

All medications are stored in their original containers and kept **locked and inaccessible to children**. Refrigerated medications are stored in a locked container within the refrigerator. Emergency medications (such as EpiPens or inhalers) are secured but readily accessible to trained staff.

Administration ofMedications

Only trained and authorized staff may administer medication. Medications are given exactly as prescribed or authorized. Staff follow the **Five Rights**: right child, right medication, right dose, right time, and right route. Children are directly supervised when taking medication.

Documentation

Each dose administered is recorded on the completed Medication Log. While one staff person administers the medication, another will record the time, dosage, and additional information using said Medication Log. Parents/guardians are notified of missed doses, refusals, errors, or concerns the same day. Should the medication be given in error, the parent/guardian and recKids administration will be notified immediately and an incident report will be completed. Emergency services will be contacted if necessary.

Prohibited Practices

Medication will NOT be given without proper paperwork and written approval. Expired medications or improperly labeled medications will also not be administered. Medication will also not be shared between children. It is your responsibility to communicate with recKids staff and administration to keep us informed of new medication or prescriptions that your child may require while attending recKids.

Health and Illness Procedures

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.
Ifachild cannot attend the program due to quarantine/Isolation (COVID-19 and other communicable diseases), norefund will be issued. Questions regarding this policy should be directed to the Children Services Director.

Behavior Policy And Procedures

While we aim to work with families to resolve challenges, the program reserves the right to immediately dismiss a child under the following circumstances:

1. **Safety Concerns**
    - The child's behavior poses an immediate or ongoing danger to themselves, other children, or staff (examples include but are not limited to: physical aggression, violent outbursts, repeated biting, or elopement from the designated care spaces).
2. **Unmanageable Needs**
    - The child's medical, behavioral, or developmental needs exceed the training and capacity of staff, and reasonable accommodations have been attempted without success.
3. **Parent/Guardian Non-Compliance**
    - Failure to provide required enrollment documents (health forms, medication action plans, IEP/care plans if applicable).
    - Failure to adhere to program policies (e.g., repeated late pickups, tuition delinquency, refusal to follow illness or safety policies).
    - Disruptive, disrespectful, or threatening behavior toward staff or other families.
4. **Licensing or Regulatory Issues**
    - Any situation in which the child's continued enrollment would place the program in violation of state childcare licensing regulations.
5. **Other Serious Policy Violations**
    - Bringing prohibited items (such as weapons or illegal substances) onto program property.
    - Providing false or misleading information that affects the safety or well-being of the child or others.

Whenever possible, the program will provide notice and attempt to work with families to resolve issues before termination. However, in cases of severe safety concerns or serious policy violations, dismissal may be immediate.
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

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 reckids@lititzrec.com
Lititz Community Center (DBA Lititz recCenter) TAX ID # 23-6296633

Payment/SchedulingProcedure

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/Snow Day Camps as well.

Photos/Publicity

Photos/Videos may betaken 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 LititzrecCenter or Lititz recKids Facebook/ Instagram pages.

recKids Summer Camp Daily Instructions/Policies

recKidsSummer T-shirts

Each child will receive one summer recKids t-shirt at the beginning of the summer. To request additional shirts, please contact your group supervisor. Children will be required to wear these shirts 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 Child Care and Special Day 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. Children might eat lunch at outdoor picnic areas at Lititz recCenter or local parks.

WHAT YOUR CHILD SHOULD BRING:

- A packed lunch with ice pack (we do not microwave food)
- A labeled, refillable water bottle
- Sneakers or rubber-soled, closed toed shoes
- A swimsuit and towel daily for swimming - Please label all items, including goggles *(Summer only)*
- A change of clothes if wearing your swim suit to camp *(Summer only)*

**PreK - KINDERGARTEN GROUP ONLY:*

- A change of clothing inside a labeled bag to be kept at Lititz recCenter.
- Camp shirts are only required for walking trips and field trips. (summer only).

WeeklyActivities

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). Children will visit Lititz Springs Pool Mon-Thurs mornings. 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 swimsuit 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.

- PreK and K children will utilize the shallow end of the pool.
- Swim skill tests are administered by certified lifeguards to determine children's access to specific pool areas. Children will be instructed by staff as to which pool areas they are permitted to be in.9Grades 1- 6)
- Non-swimmers (who do not pass the swim test) will be restricted to specific areas for safety.
- Children will be advised of pool rules by staff and will be expected to follow these. Rules will be enforced, and children may be asked to take a break from pool activity if they are unable to obey rules.

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.

INCLEMENT WEATHER POLICY
recKids programs follow the Warwick School District calendar and inclement weather process.

- **School Closure:** Snowy Day Camp for contractedstudents in grades K-6 will operate from 7am until 5:30pm at the Lititz recCenter, provided that the recCenter is able to operate. This includes Flexible Instruction Days. ***recKids Preschool will be CLOSED on a school weather closure day.***

- **2-Hour Delay:** Before school program will open at 8:40am at the elementary schools. *Breakfast is NOT served by the schools on delay days* ***recKids Preschool will also operate on a 2 hour delay***.

- **1-Hour Delay:** Before school program will open at 7:40am. *Breakfast is NOT served by the school on delay days. ***recKids Preschool will also operate on a 1 hour delay.***

- **Inclement Weather Early Dismissal: recKids After School Care WILL BE CLOSED** in the even of an early dismassal from school. Students will NOT be transported to the Warwick Middle School. They Will need to follow their alternate emergency transportation plan on file with the School District. Parents/guardians are responsible for ensuring the correct alternate transportation for their children on an early dismissal day.

Parents/guardians and/or emergency contacts listed on your child's enrollment agreement may be contacted to pick up children in the event of emergency or weather closing of the recKids program during Snowy Day or After School care if conditions deteriorate while the program is in operation.

SPECIAL AND SNOWY DAY POLICY
Special Day Camps are optional for contracted students in grades K-6 to attend. Special Day Camp dates will be scheduled on days when Warwick School District is not in session. Care for students in K-6 grade is available between 7:00 am and 5:30 pm on these dates only at Lititz recCenter.

Families will be notified to sign up in advance for these dates for staff scheduling purposes and families will be billed based on the sign-up deadline.

Contracted fees remain the same for weeks in which a Special Day or Snowy Day camp occurs. Families are charged their regular weekly rate in addition to the daily camp rate. Rate plans are not prorated when care is offered.

Early Dismissal care rates are $30. Children must provide their own lunch. Special Day/ Snowy Day Camp is $45 per day. $5/minute late fee charged for after closing time pick-ups.

Exception: Special Day Camp days during the holiday break between Christmas and New Years. Fees will only be charged for days that children sign up to attend during this school closure. Regular contracted fees will not be charged. We offer this break as a courtesy to our parents, realizing many families will not need care on these dates.

BREAKFAST/SNACK POLICY

Breakfast is provided free of charge to all students enrolled in the Warwick School District. Students can also bring breakfast items if they wish. Breakfast will NOT be provided by the school in the event of a 2-hour delay. One snack will be provided for after-school care students.

HEALTH SAFETY POLICY

All children must abide by the PA DHS, PA Dept of Health, Lititz recCenter and school district health and safety guidelines and policies, particularly in regards to COVID-19. If your child is ill or has symptoms of illness (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 and you or an emergency contact will be contacted to pick up your child within 30 minutes. Late pick-up fees may apply if a sick child is not picked up promptly. Please carefully consider emergency pick-up persons for this reason.

- Fever
- Vomitting
- Diarrhea
- RashL Impetigo, Hand Foot Mouth Disease, Fifth's Disease, Ring Worm, and any other contagious rashes
- Persistent cough, sour through or infectious discharge
- Inflamed eyes
- Lice or nits
- Too ill to participate in outdoor activities.

Children may not return to the program following an illness until they are fever-free with no vomiting for a min of 24 hours. *Quarantine guidelines for COVID-19 exposure or illness apply to recKids programs as well as school attendance. If a child has a contagious disease such as chicken pox, strep throat, lice, etc. parents/guardians are required to notify recKids staff so that sites can be disinfected, and other children can be monitored. A child with a contagious illness must have a doctor's note to return to recKids programs.

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.- 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