

Lititz recCenter Children Services Department



recKids Parent Handbook

Summer Camp 2024

301 West 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 Summer Camp experience for children ages 5 years to 12 Years (Kindergarten-6th Grade) for nearly 40 years!

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

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 booklet is a guide to help you understand our program's policies and procedures, specifically for our Summer Camp program. Please read it carefully and contact the recCenter (717-626-5096 ext. 234 or gabrielgriffith@lititzrec.com) with any questions. Our goal is to ensure the well-being and safety of your children while providing excellent activities and experiences to help them grow and have the best summer ever!

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

Warmest Wishes,
Barb and Gabe

Barb Fishel

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General Information

Lititz recCenter

We are a nonprofit charitable organization with the mission to enrich the lives of the community by providing exceptional programs and facilities that promote the participation of individuals, families, businesses, and groups from all backgrounds. Providing high quality childcare services for preschool and school age children is part of our mission.

recKids Mission Statement

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

RecKids Program Goals:

We seek to foster each child's respect for self and for others. We will encourage constructive, cooperative attitudes in each child's relationship with his/her peers and with program staff. By providing the opportunity to participate in a variety of activities, it is our goal that each child will further develop the ability to work and play in a group, as well as the ability to participate in self-directed interests.

Pennsylvania State License

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

3270.113. Supervision of Children

A staff person shall supervise children on facility premises and on facility excursions at all times. The outdoor play areas used by the facility is part of the facility premises.

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

Child Abuse Mandated Reporter

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

Non-Discrimination Clause

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

Enrollment Policy

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

Child Abuse Policy

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

Contact Information

Please direct all questions, comments, or concerns to the Child Services Director and the Child Services Assistant Director. Notice of absences should be directed to your child's Group Supervisor. Information for all supervisors of Summer Camp is listed below:

Summer Camp Program Contact Information

Beck/Bonfield: 717 626-5096 ext. 319 & BeckrecKids@lititzrec.com

Kissel Hill/Lititz El: KisselHillrecKids@lititzrec.com

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

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

Program Closure

Lititz recKids Summer Camp will be closed on the following days:

June 10th, **Summer Camp Preparation**

July 4th, **Fourth of July Holiday**

August 23rd, **Summer Camp Cleanup**

Orientation

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

Registration and Enrollment

Registration for Summer Camp 2024 and will open to the public on March 20th.

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

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

Registration

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

Enrollment

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

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

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

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

Individualized Education Plans (IEPs)

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

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

Protocol for BHT or additional Support Services

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

Legal Document Policy

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

Keep Us Up to Date

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

Schedule and Attendance Policies

Contract & Schedule Policy

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

Child Attendance

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

Program Hours

Summer Camp: **7:00am – 5:30pm**

Program Locations

Summer Camp groups will all be based within the childcare wing of the Lititz recCenter, exact locations for each group are as follows:

Beck/Bonfield: **funZone**

Kissel Hill/Lititz El: **Zone 2**

Older Kids Club: **Zone 3**

Preschool-Kindergarten: **Preschool Room**

Drop-Off & Pick-Up Procedures

Morning Drop-Off

Summer Camp will open in funZone at 7:00am. Group Supervisors will take respective groups to home locations by 8:00am. You will need to sign your child in before you leave.

Afternoon/Evening Pick-Up

Summer Camp closes at 5:30pm. Prior to close, groups may merge as children are picked up. Groups will ultimately merge and relocate to funZone to end the day. You will need to sign your child out before you leave.

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 person picking up, **INCLUDING** parents/guardians or authorized individuals at any time. Please understand that this is all in the effort in maintaining the safety of your child and we reserve the right to call you if questions arise. An **AUTHORIZED** person is required to sign your child in and out of recKids programs.

Hours of Operation

As previously stated, program hours are 7:00am to 5:30pm. Per state regulations, your child can only stay for a maximum of **10 hours** per day. If child's total time nears 10 hours on the day, you may be called to pick up your child to avoid going over this limit. Additional charges will be assessed for breaching this limit.

Summer Camp Information & Activities

Clothing/Belongings

Children are required to wear Summer Camp T-Shirt daily. Close-Toed walking shoes are required. Sneakers or Tennis Shoes are recommended. Flip Flops, Crocs, or Sandals are not acceptable, and child may be barred from certain games or activities if not wearing proper footwear.

Each child will receive two t-shirts at the start of Summer Camp. Additional shorts may be purchased by contacting recKids Office. Children in Preschool-Kindergarten will receive one camp shirt, but are only required to wear them on walking trips or field trips. You will be notified of these days by your group supervisor.

Ensure that your child is dressed appropriately for various weather conditions. If your child is not appropriately dressed, you may be contacted to provide alternate clothing during the day. Please send a labeled, refillable water bottle with your child each day.

Children will have a cubby/basket to place any belongings during Summer Camp. Child belongings are not the responsibility of recKids staff.

Lunches

A packed lunch must be sent every day. Please include an icepack with your child's lunch. Lunches will be kept in a fridge to then be served to children. Please do not include soda or excessive candy with child's lunch. Please do not send food that requires reheating, as we cannot utilize a microwave. Please label your child's lunch. **Lititz recKids is a Nut Free Program, ensure no nuts or nut products are included in your child's lunch. This also includes tree nuts or products produced in tree nut adjacent locations.**

Weekly Activities

You will be informed by your child's Site Supervisor of their daily activities and schedule. A variety of programming will be incorporated into their weekly schedule. This includes art, science, literature, gross motor, social, emotional, cognitive, and team building activities. Children will be provided with two healthy snacks per day. The schedule will also note where certain activities will be located if said activity is not within the primary site. This includes the pool, playground, basketball gym, gaga pit or other locations at the recCenter.

Walking Trips

Walking trips will be planned to various local places within the town of Lititz. Like weekly activities, these trips will be planned ahead of time, and you will be notified by your supervisor. Group supervisors may advise for cash to be sent with your child for certain walking trips to various local shops. You will never be required to send cash for your child to go on the walking trip. If you elect to send cash for your child, please send it in a labeled Ziploc bag to be given to the group supervisor, who will give it to your child upon arrival at the walking trip location.

Field Trips

Optional bussed field trips will be offered throughout the Summer Camp term. Field trips signups will open prior to the start of camp, and availability is on a first come, first served basis. Signing up and paying for a field trip guarantees your child's place on the field trip roster. This payment is due at registration for said field trip. Field Trip payments are non-refundable for any means. A list of field trip locations will be made available prior to the start of camp.

If children will be eating lunch on a trip, you will be required to send a labeled Ziploc lunch for your child, which will be transported by staff to field trip location. Water bottles and non-perishable foods are highly encouraged. As with normal lunches, soda or nut/nut products are not allowed.

Swimming

Campers will have the opportunity to swim in the Lititz Springs Pool neighboring the recCenter. Swimming will be held in the morning prior to the pool opening each day. Campers will be required to bring a swimming suit as well as a towel in order to participate in open swimming. Swimming days will again be scheduled and you will be notified ahead of these swimming days. Campers will be expected to adhere to lifeguards and recKids staff while at the pool and on the pool deck.

Health, Medication, and Emergency Policies

Illness Policy

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

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

Medication Dispensing and Medical Emergencies

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

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

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

Behavior Policies and Procedures

Behavior Expectations

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

Parent Involvement

Staff will communicate all actions to parents to the best of their abilities and will follow procedures outlined below. 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 to correct behaviors.

If the severity of child/s behavior dictates, the recKids program and Lititz recCenter reserves the right to suspend or expel a child from recKids programs immediately. Director reserves the authority to determine the severity of a behavior issue and take necessary steps toward restoring a safe environment in the program for all children. Actions are **Final**. If a child is dismissed due to behavioral concerns, the child cannot re-enroll in recKids programs for a minimum of one year.

Ladder of Discipline

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

1. A **SIMPLE REQUEST** to stop or change behavior.
2. A **PERSONAL INTERACTION** with the child. Using eye contact, staff will firmly state what the child must do to stop or change behavior. Staff will remind child of potential consequences of continued behavior.
3. **REDIRECTING** child away from problem situation. Child can choose to remove themselves from activity for a period of time.
4. A **QUIET REFLECTION** activity will be assigned for the child away from problem situation.
5. A **CONVERSATION** will occur between the child and the Child Services director.
6. If behaviors continue at recKids, a **MEETING** with director and parent/guardian will be scheduled.

Payment Policies

Payment Details

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

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

Returned Payment Policy

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

Additional Fees

Additional fees may be charged for other offenses such as not communicating schedule or absence, late pick up fee, or declined payments.

Receipts

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

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

Payment/Scheduling Procedure

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

Withdrawal Policy

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

Attendance Credits

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

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

Additional Policies

Publicity and Photographs

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

Nut-Free Policy

recKids is a nut-free program. All snacks that are provided will adhere to this policy as well as food safety and allergy guidelines. If your child is bringing a snack or lunch, they must not contain any form of nuts or be processed in a facility that may contain some form of nuts.

Agreements

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

From our recFamily to yours, we look forward to giving your child a great experience here at Summer Camp!

