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Dear Parent(s):

Thank you for your interest and participation in School Age Care and Preschool Programs. Your continued support will allow our programs to grow.

Our programs are operated and administered by the Lititz recCenter which is solely responsible for the program content and management. School facilities are provided by the Warwick School District as part of the mutual use of facilities agreement between the Lititz recCenter and the District.

The goals of the Lititz recKids are to provide safe, exciting, enriching activities for children that are developmentally appropriate.

Sincerely,

Lititz recKids Administrative staff:

Julie Clements, Director 626-5096 ext.228

Regina Gillis, Assistant Director 626-5096 ext.234

Information in this Handbook is effective March 17, 2010 for new families and June 15, 2010 (or the first day after the school year has ended) for all existing families. All information is subject to change. As a registered participant you will receive a written notice of any procedure or policy changes.

LRC MISSION STATEMENT

"To bring members of the community together, to enrich lives, and fulfill individual and family needs."

SERVICE GOAL

We wish to foster each child's respect for self, for others and for belongings. 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 interest.

All of our programs are licensed by the Department of Public Welfare and staff meet or exceed the trainings that are required.

"HEALTHY ADULTS"

PROGRAM CLOSINGS

All Lititz reKids programs will be closed on the following days:

September 3, 2010

September 6, 2010

November 25, 2010

November 26, 2010

December 24, 2010

April 22, 2011

May 30, 2011

Please note: Programs may be closed on additional days. Parents will be given ample notice if any change to the holiday schedule occurs.

REGISTRATION PROCEDURE:

Paperwork and Payment must be turned in together.

FEE: Member \$35.00, Non-members \$70.00 per child. This fee includes registration into ALL of the following programs: Early Birds Kids Club (EBKC), PALS, After School Kids (ASK), Older Kids Club (OKC), Special Day Camp, Snowy Day Camp and Camp-School Age Care (C-SAC).

REGISTRATION FEE is valid for one calendar year of service and must be renewed with each year of attendance. Registration fees cover program start-up, materials, supplies, and administrative costs. Fees are non-refundable.

ALL APPLICABLE PAPERWORK:

1. Emergency Contact /Parental Consent
2. LRC Registration Form
3. Agreement
4. All Custody/PFA Court Documents
5. WSD Transportation Request Form (required only for PALS-K & OKC/ASK)
6. Health Assessment (due within 30 days of enrollment or suspension of care will occur until form is received.)

After the recCenter receives the paperwork, the following will take place:

If using our school age programs, you are encouraged to do a **SITE ORIENTATION**. If using our Preschool or Kdg programs, we require a site visit prior to starting. Please call the site supervisor to set up an appointment at your child's site for an orientation. (Please see chart at back of handbook for phone numbers).

If you have registered for C-SAC, ASK, OKC, EBKC or Pals Kdg, you are required to attend a group orientation time as follows:

C-SAC: 6:30-7:30 PM at the LRC on 5/25

ASK, OKC, EBKC: 6:30-7:30 PM at LRC on 8/24

PALS-Kindergarten: 6-7 PM at Lititz Church of the Brethren on 8/16

The Lititz recKids Assistant Director reviews all paperwork. You will receive a Welcome letter with your registration form which confirms your child's enrollment in the program.

Your child may start our Program 3 Business Days after registration fee has been paid. **(Applies only to those who register while program is in session)**

REGISTRATION RENEWAL:

Each February registrations for currently enrolled children will be held for the upcoming summer and school year programs. All programs operate on a first come, first served basis. So, if you choose not to register in February for the upcoming year, space will not be guaranteed. Renewals will take place at the child's site.

LEGAL DOCUMENTS POLICY:

If applicable, we require parent/guardian having child(ren) under joint custody in divorce/separation situations to provide staff with a copy of any and/or all pertinent legal documents. **All documents will remain confidential.** Please discuss information with your child's Supervisor. **This information must be received prior to your child's first day of attendance.**

CONTRACT POLICY:

2-5 day contracts are accepted. You must specify the number of days per week they will be using the program and whether full-time or part-time care is needed. We require that you inform us by Thursday of each week which days you will be using our services for the upcoming week so that we may staff appropriately. For those using a part-time ASK contract, child MUST be picked up by 4:00pm (according to facility clock) or a fee will be assessed to your account. Usage of additional days outside the contract and requests for contract changes must be made in writing at least a week in advance and will only be honored upon approval of the Lititz recKids Director. A request of contract changes is not a guarantee of approval. (We may request part-time contracted days to change to full-time days if over-time becomes excessive and conflicts with our ratios and staffing needs.) *Please note: School year programs, Summer Camp, Special Day Camp, & Snowy Day Camp are all contracted separately.*

PAYMENT POLICY:

Payments may be made on a weekly or monthly basis and are **PREPAID** for the upcoming week of service. The first payment is due on your child's first day of attendance. Weekly payments are due every Friday and monthly payments are due on the last Friday of each month. Payments are due no later than 6PM on Friday. A late payment fee of \$20 per week will be charged if payment is not made on time. You may also pay your fees bi-weekly using the Electronic Funds Transfer option if an EFT agreement form is signed.

All Payments must be made with a check or money order payable to Lititz recCenter. Please include a "Payment Voucher" to indicate your child's name, site, & week you are paying for in the memo section of your check. If an account is outstanding for two weeks of services rendered, your services will be suspended until full payment is made.

RECEIPTS

Your weekly statement is your receipt. Please **KEEP** for income tax purposes. We will print a year end tax statement upon request. Please provide an email address and your request by Jan. 5, 2011.

TAX ID # 23-6296633

ATTENDANCE:

Your child will be expected at our program on their contracted days. However, if there is a change, we require you to call the site/write a note to inform them if your child will not be attending on a scheduled day. It is also important to contact their teacher/WSD busing for any changes in your child's schedule. There will be a \$15 fee assessed if staff are not correctly notified that your child will not be attending our program on a regularly scheduled day.

VACATION/SICK POLICY

Your child will be eligible for 2,3,4 or 5 vacation/sick days based on your contract if account is paid up to date. Days may be used as requested. These days will start over with the start of the school year in the fall and may not be carried over. If you are using these days for vacation, please submit your written request at least two weeks in advance. If using these days for illness, please call our staff so we know your child will not be attending and complete a sick voucher immediately so that credit is issued to your account timely. The same vac/sick policy applies to our summer program and days may not be carried over after the program ends.

HOLIDAYS/SPECIAL DAY CAMP POLICY

Special Day Camp dates will be published when they have been determined for the upcoming year. Parents are required to sign-up for camps two weeks in advance with payment. Once a child is signed up and registration is acknowledged by our Administrative staff, there will be no refunds. We will

base our staffing on the number of children who are signed up. If a child is not registered in advance, we reserve the right to refuse service on the day of camp if adequate staff is not available. Sibling discount does not apply for these days.

ILLESS POLICY:

If your child is ill we ask that you please do not send them to the program. If your child becomes ill during program hours we will place them in isolation. You or an emergency contact will be called to pick up your child within 30 minutes of the phone call. We do not have the staff or the facilities to care for a sick child, so be prepared with an alternate care giver if you cannot be available to care for your child.

If your child has any of the following symptoms, or if the symptoms appear at the program, you will be notified.

- Fever
- Vomiting
- Diarrhea
- Rash
- Persistent cough, sore throat or infectious discharge
- Inflamed eyes
- Lice
- Too ill to participate in outdoor activities

If your child should contact a contagious disease such as chicken pox, strep throat, lice, etc., let staff know.

MEDICATION DISPENSING POLICY:

We are not permitted to administer non-prescribed medicines at our sites. **Special exceptions may be made for prescription medication only with the Lititz recKids Director's approval.** A medication log and Emergency Action Plan will need to be filled out and parents may be required to train staff with any necessary medical equipment.(ex: inhaler). Prescription medicine must be in the original labeled container. Medical logs are required for the administration of sunscreen and hand sanitizer.

MEDICAL EMERGENCY PROCEDURE:

PLEASE NOTE: Asthma/ Seizures /Allergies and other possible situations that need emergency attention must be communicated to our staff so that we can be prepared.

In the event of a medical emergency or of an accident, we shall contact you and your child's physician. If contact has not been established with you or your child's physician or the situation demands immediate attention, the child will be taken to Heart of Lancaster Hospital(625-5500) or the Ephrata Community Hospital(733-0311). Your authorization for staff to contact your family physician and to take whatever emergency medical procedures are deemed necessary as part of the agreement. A staff member will accompany your child to the source of emergency care and remain with your child until you or designated person assumes responsibility for your child's care. All sites have medical emergency procedures posted.

CHILD ABUSE POLICY:

The Department of Public Welfare requires that all members of day care institutions be on the lookout for, and report to the state, any and all cases of abuse to a child. The Lititz recCenter Child Care program is, therefore, obligated to report to the state any suspected cases of child abuse. All staff are required to have FBI fingerprinting, child abuse clearances and criminal background checks upon hire.

DROP-OFF/PICK-UP PROCEDURES:

Our job is to keep your child safe. No unauthorized person will be permitted to take your child without written and/or verbal permission. Staff may request photo identification. We reserve the right to phone you if questions arise.

An authorized adult will be required to sign your child in and sign your child out of our programs.

LATE PICK-UP POLICY:

Your child MUST be picked up by 6:00 PM according to facility clock. If for some unplanned reason you are going to be late, please call the site supervisor for your child's program. We will make one allowance for one emergency late pick-up, of up to 15 minutes. Any subsequent late pick-up, you will be charged \$1.00 per minute. Please make sure you pick-up your child on time.

WITHDRAWAL POLICY:

We require a two week written notice of withdrawal and full payment will be expected. Once you have withdrawn, you must reregister with applicable registration fee if you wish to utilize our services in the future. Service is based on availability and can not be guaranteed.

TRANSFER OF RECORDS POLICY:

If for any reason your child would transfer to another child care facility- we will provide copies of your child's information to you for a smooth transition.

PUBLICITY/PHOTOGRAPHS:

Photographs of the children in our programs may be taken from time to time and may appear in newspapers, displays or other publicity materials. Your signature on the agreement serves as photo consent for your child.

DISCIPLINE PROCEDURE AND POLICY:

It is very important to the staff that your child has fun while he/she is in our program, but we also expect your child to be respectful and cooperative. We need your cooperation as well. The staff is depending on each of you to impress upon their child the necessity of good behavior and cooperation with the staff. We take a proactive approach to discipline. We hope to encourage your child to behave in

ways which make him/her feel good about themselves and to help them get along with others. Discipline is not punishment.

Please Note: The procedure below will be followed in most circumstances. If the severity of the child's behavior dictates, The Lititz recKids Director reserves the right to Suspend/Expel a child immediately.

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

1. A **SIMPLE REQUEST** to stop or change the behavior.
2. **PERSONAL INTERACTION** with the child. Using eye contact and/or touch, staff will firmly state what the child must do to stop or change the problem behavior, reminding him/her of consequences.
3. **PHYSICALLY REDIRECT** the child away from the problem situation to another activity or area.
4. **TIME OUT:** child is placed away from other children for a specified amount of time.
5. A **CONFERENCE** between the child and Site Supervisor
6. **COMMUNICATION/MEETING** with parents.

Parent involvement with Discipline: Staff will communicate all disciplinary acts with the parent(s). The majority of such communications hopefully will be only to keep parents informed of typical difficulties most children experience from time to time in a group setting. In the event that a child experiences unusual or repetitive behavior difficulties, the parent will receive a written discipline report highlighting the behaviors observed and the procedures used thus far to correct the situation. We encourage parents to communicate at this time with both the staff and child so that the problem can be resolved. Should difficult behavior continue beyond this measure, a second written warning will be issued. When a second warning notice is issued, the Children Services Director will contact and/or meet with the parent to discuss the situation. A third written warning may constitute notice of termination with the program. It may be necessary to incorporate a support person with a child during our programs in order to continue providing care. The recCenter reserves the right to ask for reimbursement for any damages that may occur for any destruction of property.

SNOW POLICY:

In the event of inclement weather, the Lititz recCenter Children Services Department will adhere to the following policy:

If Warwick School District is closed, Snowy Day Camp will operate from 8AM-5PM, if conditions allow.

In the event of a 1 hour delay, EBKC and PALS open at 7:40 AM. In the event of a 2 hour delay, EBKC and PALS open at 8:40 AM. PALS-*Kindergarten* will follow the WSD modified schedule.

If an early dismissal of students occurs prior to the actual end of the school day, **we will be closed**. PALS will remain open until 2:00 PM You will be asked to furnish an additional emergency contact with a 10-15 minute range of your site. Site staff will utilize these numbers if conditions deteriorate prior to your arrival.

If Foul Weather occurs on Scheduled Special Day Camp days, please call the Community Center to confirm that camp is open or if Snowy Day Camp will run.

Listen To or Watch: Channel 11, WGAL-TV8, WLAN, WSBA

PROGRAM POLICIES:

- All children registering for PALS-Preschool must be fully toilet trained upon registration.
- Personal belongings should be labeled. We recommend leaving all valuables at home and we do not assume responsibility for any personal items you choose to send with your child.
- Breakfast is not served at any program on late start days.
- Programs will take occasional walking trips and your signature on the agreement is consent for these trips.
- Please feel free to visit any of our programs anytime. We have an open door policy or contact the recKids Director at any time.
- We are unable to use playground swings at Bonfield/ KH due to height requirements set by DPW.
- Service for children with special needs is handled on an individual basis. Service will be provided if it is found to be in the best interest of the child and the program.

PROGRAM INFORMATION:

PROGRAM	GRADE	LOCATION and PHONE #	HOURS OF OPERATION	SPECIAL NOTES
EBKC -Early Bird Kids Club	K-6	Beck 626-3704 /3845 BON 626-3705/3887 KH 626-3703/3861 LE 626-3702/3871	6:40AM-7:55AM 1 hr. delay open at 7:40 AM 2 hr. delay open at 8:40 AM	School Breakfast at 7:15 AM
PALS -Preschool	3-5 years old	Lititz Church of the Brethren 626-9608	6:40 AM-6:00PM 1 hr. delay open at 7:40 AM 2 hr. delay open at 8:40 AM	Cold Breakfast at 7:15 AM. Children may enroll on their 3 rd birthday. Snacks provided. Must pack own lunch. Bussing by WSD
PALS- Kindergarten	Am Kdg *PM Kdg	Lititz Church of the Brethren 626-9608	10:45AM – 6 PM	Must pack own lunch Snacks provided Bussing by WSD
ASK -After School Kids	1-3	Beck626-3704 /3845 BON626-3705/3887 KH 626- 3703/ 3861 LE 626-3702/3871	2:30 PM-6 PM	Program in Cafeteria snack provided
OKC -Older Kids Club	4-6	Lititz recCenter 626- 5096 ext 243	2:30-6 PM	Bussing By WSD snack Provided
C-SAC -Camp School Age Care	entering 2nd - entering 7th	Lititz recCenter 626- 5096 ext 243 LE 626-3702/3871 Lititz Church of the Brethren (# TBA)	6:40 AM - 6 PM	Field Trips must pack own lunch Camp Shirt required snacks provided cold breakfast served at 7:15 AM
Special Day Camp	1-6	Lititz recCenter 626- 5096 ext 243 *see below	6:40 AM- 6 PM	must pack own lunch snacks provided cold breakfast served at 7:15 AM
Snowy Day Camp	3 Years- grade 6 (includes Pals)	Lititz recCenter 626- 5096	8 AM – 5 PM *call morning of to see if operating	must pack own lunch snacks provided

***We will operate a morning Kindergarten session and special day camps based on a minimum enrollment.**

Lititz recCenter Children Services Department Tuition

effective first day post WSD school Year 2010

Registration fee for rec members \$35 non-members \$70

(15% sibling discount taken off the oldest child's rate)

Program Name		2 day rate in \$		3 day rate in \$		4 day rate in \$		5 day rate in \$	
EBKC		18		27		34		35	
		PT	FT	PT	FT	PT	FT	PT	FT
<i>Preschool Program +Kindergarten Summer Program</i>	<i>PT=5hr/day FT=5-10 hrs 10+hrs=\$5.00</i>	52	90	75	132	96	152	120	160
		PT	FT	PT	FT	PT	FT	PT	FT
<i>Kindergarten School year program</i>	<i>PT=less than 4 hrs/day FT=4-7 hrs 7+hrs=\$5.00</i>	42	62	57	87	72	116	80	135
		PT	FT	PT	FT	PT	FT	PT	FT
ASK /OKC	<i>PT=pick up by 4:00 pm (\$5.00 day late fee.) FT=pick up after 4:00 pm</i>	22	32	33	45	40	60	45	70
		PT	FT	PT	FT	PT	FT	PT	FT
C-SAC	<i>PT= 5 hr/day FT= 5-10 hrs 10+hrs=\$5.00</i>	42	82	63	105	76	120	90	135

Special Day and Snowy Day Camp = \$20/day PT (up to 5 hours)

\$40/day FT (5-10 hrs) \$5.00/day fee over 10 hours

No discounts on these days

Subsidized child care is available through CCIS

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 Services Department
encompassing PALS-P, PALS-K, ASK, OKC , C-SAC
and EBKC at Lititz Elementary, John Beck, Bonfield,
Kissel Hill, St Lukes and Lititz Church of the Brethren.
301 West Maple Street
Lititz, PA 17543**

**Dept of Public Welfare
Bureau of Equal Opportunity
Rm 223 Health and Welfare Bldg
PO Box 2675
Harrisburg, Pa 17105**

**Pennsylvania Human Relations Commission
Harrisburg Regional Office
Riverfront Office Center
1101 South Front St, 5th Floor
Harrisburg, PA 17104**

**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**

