KID'S CLUB
Township of Derry
Department of Parks & Recreation
605 Cocoa Ave, Hershey, Pa 17033
(717) 533-7138

Rev. date: June 29, 2016

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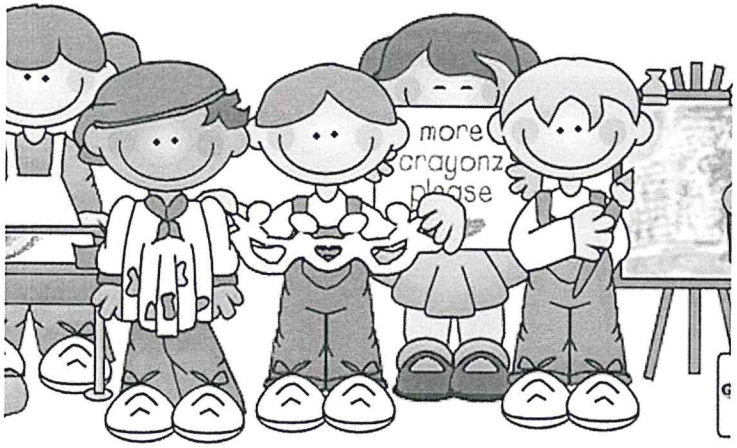
Department of Parks and Recreation

KID'S CLUB



PARENT HANDBOOK

Dear Parent:

Thank you for your interest and participation in Derry Township's KID'S CLUB Program. The Child Care Manager and staff welcome your child and family to our program.

KID'S CLUB is operated and administered by the Township of Derry Department of Parks & Recreation. Facilities for the program's operation are provided by the Derry Township School District.

This handbook has been provided to explain the philosophy and operating procedures of the KID'S CLUB program. If you have any questions or concerns regarding information that is or is not provided, please feel free to contact us at 533-7138.

PROGRAM PERSONNEL

Hershey Recreation Center
Office Phone Number: 533-7138 (9:00 a.m. - 3:30 p.m.)

Hershey Elementary School
Center Phone Number: 884-3609 (6:30 a.m. - 8:20 a.m.)
(3:30 p.m. - 6:00 p.m.)

PROGRAM PHILOSOPHY

We believe that children need a safe, relaxing and stimulating environment outside of their school day. They should have a variety of recreational activities to choose from, as well as an opportunity to work on their own individual projects. At KID'S CLUB, we encourage children to make choices for themselves and to respect the decisions and needs of the other participants.

Family Discounts

Families enrolling two or more children full-time will receive a 10% discount on the second child, third child, etc. The discount is applied to the lowest fee of the child enrolled, not the total of all tuition fees.

Example:	First child	$ 70.00 (Before Only)
	Second child	70.00 (Before Only)
	$ 70 x .10	7.00
	Total	$ 133.00

Late Payments

Payments that are not made by the Friday prior to the week of service or the 27th of the month, are subject to a $ 5/day (including weekends) late fee added to the payment. Any regularly applied discounts will be void. Names will be posted at KID'S CLUB to remind parents of the outstanding balance. Delinquent accounts of more than three business days (or Wednesday of the following week) may constitute grounds for removal from the program, indefinitely. Daily late fees will accumulate on all overdue accounts. NOTE: The payments can be made at the Recreation Center in the evenings and on weekends or online 24 hours a day.

Late Fee

A late fee of $5 per 5 minute increments will be imposed anytime a child is in our care outside of normal operating hours (according to the facility clock).

Example: 1-5 minutes = $5
6-10 minutes = $10
11-15 minutes = $15

The fee is due with the following tuition. If this occurs three times, you will be asked to withdraw your child from the program for two weeks. Prior to returning, all late fees must be paid in full and another registration fee must be submitted.

In-Service / School Recess

For days that Derry Township School District is closed for school recess and in-service and KID'S CLUB is operating, there is an additional fee for your child to attend a full day, for weekly contract. Refer to the Tuition Schedule for these fees. Payment for in-service days and school holidays is due prior to or on the date of service. There is no extra fee if paying monthly.

Full-time weekly paying registrants need to pay $20 in addition to their regular fee. Those registered part-time or hourly or in-service only need to pay $45.

The week of Christmas is $30 / day for every attending child. There is no cost if your child does not attend this week.

Snow Days / Delays

A fee of $10 an hour will apply for each hour your child is with KID'S CLUB for late starts, early dismissals or delays. The fee is in addition to your weekly tuition payment and is due with the following week's tuition. No extra fees if paying monthly.

Example:

2-Hour Delay: 8:40 am - 10:40 am = $ 20 per child in addition to the regular tuition payment.

KID'S CLUB will be following a similar schedule to the Derry Township School District when there is a delayed school opening, an early dismissal, or complete closing due to snow. If we must cancel the program due to weather, sign up for the Remind text messaging program.

POLICY ON HEALTH AND SAFETY

Physical Forms

Every child enrolled in KID'S CLUB must have a yearly health appraisal. The child health forms must be submitted by September of each year. Since the Department of Public Welfare requires the form, failure to submit it by September will result in termination of service.

Health Insurance

All participants in the program are required to have their own health and hospitalization insurance. This information is required in the enrollment application. Derry Township will not pay for medical expenses for any injury or illness incurred by participants of this program.

Emergency Treatment

When a situation arises where medical care beyond first aid is required, parents will be notified immediately. In cases of severe illness or injury, the nearest available Emergency Medical Service will be contacted, and a staff member will accompany the child until the parents or their designee assumes responsibility. Parents are required to give consent for emergency medical care in the enrollment application. Further consent will be required prior to admission to the hospital.

Illness

Children MUST be kept home when:

1. They have a fever of 100.1 or above
2. They are vomiting nausea, abominal pain or diarrhea.
3. They have an rash
4. The have a contagious. infectious disease
5. They have a yellowish/greenish mucous drainage from the nose or eyes.

We will not accept a child into the center who has had a fever and has been given a pain/ temperature reducing medication. If a child becomes ill while in our care, he/she will be

isolated, and a parent or guardian will be notified and asked to pick the child up immediately. A charge of $5.00 per 5 minutes will occur when the child is not picked-up within an hour of being notified.

Kid's Club has the right to refuse the care of a child if that child is visually ill. A child may not attend child care if they have a contagious diseases such as:

Chicken Pox — until all rash/blisters have scabbed or crusted over.
Conjunctivitis (Pink eye)—until child has been on antibacterial medication for 24 hours.
Diarrhea — until diarrhea is completely gone and stools are normal for the child.
Hand-Foot-Mouth Disease—until fever is gone
Meningococcal Disease—until child is well and also has completed a 2-day course of Rifampin.
Hepatitis A—until 1 week after illness begins and also fever is gone.
Impetigo—5 days after beginning antibiotic treatment.
Ring worm—24 hours after treatment is started
Steptocaccal—until child has been on antibiotics fore 24 hours and is without fever for 24 hours.
Head Lice—until medicated shampoo is applied and all nits are gone.

REGISTRATION FEE

There is a registration fee of $50 per child, which is due with submission of the enrollment application package.

TUITION PAYMENTS

Weekly tuition payments are due the Friday prior to the week of service. Monthly payments are due the 27th of each month prior to the month of service. Payments made by check are accepted at KID'S CLUB in the identified payment box. Checks should be made payable to "Township of Derry". When making your payments by check, it is helpful if you provide an itemized list in the "Memo" section of the check or on a separate sheet of paper.

Example: 9/8 - 9/12 = $ 85
Inservice 9/12 = $ 20

Payments made by credit (VISA, MasterCard, Discover) or cash are only accepted at the Hershey Recreation Center during office hours or online at www.derrytownship.org.

All weekly tuition payments are due the Friday prior to the week of service, or monthly payments are due the 27th of the month prior to service, for the amount recorded in the Agreement section of the Enrollment Application, even if your child does not attend. Although vacation weeks are not given, an exception is made for the week of Christmas.

If your child will be out for an extended period of time, it is recommended that you withdraw him/her and pay a re-enrollment fee of $50.

TUITION SCHEDULE

SCHOOL AGE (First through Fifth Grades)

Full-Time (3 days / week or more)

1) Before and After (6:30 - 8:40 a.m.; 3:40 - 6:00 p.m.) = $85 / week
2) Before Only (6:30 - 8:40 a.m.) = $70 / week
3) After Only (3:40 - 6:00 p.m.) - $70 / week

OR

Full-Time Monthly

1) Before and After (6:30 - 8:40 a.m.; 3:40 - 6:00 p.m.) = $420month
2) Before Only (6:30 - 8:40 a.m.) = $350/month
3) After Only (3:40 - 6:00 p.m.) - $350/month

Part-Time (2 days / week or less)

1) Before and After (6:30 - 8:40 a.m.; 3:40 - 6:00 p.m.) = $35 / day
2) Before Only (6:30 - 8:40 a.m.) = $30 / day
3) After Only (3:40 - 6:00 p.m.) - $30 / day

SCHOOL AGE All Day Care

In-Service / School Recess

Monthly payment contracts require no additional charge for these days. Weekly or daily payment contracts will be charged an extra $20 daily rate per sign up.

Late Starts and Early Dismissals

1) $10 / hour for late starts, early dismissals and delayed openings (between 8:40 am - 3:40 pm) for all enrollees

H A **one week notice** is needed if a child will not be attending the Inservice Day he/she is signed up for. If no notice is given, or less than a weeks notice is given, the regular Inservice Day fee will be charged to your account.

Discipline

KID'S CLUB has reasonable rules that we expect the children to follow. We promote an environment that is both physically and emotionally healthy for all participants. Discipline actions are limited to: verbal warning, individual counseling by supervisor, suspension from program, and termination from the program. Appropriate language and respect for authority is expected. Children engaging in unacceptable or disruptive behavior will be instructed to take a time-out. The child will be reminded of the rules and given suggestions for more appropriate behavior. If a child's behavior cannot be modified with the use of a time-out, or if the misbehavior is severe, an incident report will be completed and given to the child's parent.

Our procedure is as follows:

1. Verbal Notice
2. Written incident report
3. Written incident report and parent conversation with Child Care Manager.
4. Written incident report and suspension from the program.
5. Written incident report and termination from the program.

Most discipline issues are minor and are easily resolved by the staff. However, serious infractions may result in immediate suspension or termination from the program. Examples include but aren't limited to intentionally threatening/hurting others, leaving the group without authorization, stealing, causing significant damage to property, or drug/weapon possession. Our discipline actions are meant to provide opportunities for children to learn responsibility and concern for others.

Medication

The staff of KID'S CLUB will only dispense medications that are needed for appropriate behavior modification (Ritalin, etc.) or for potential allergic reactions. Inhalers can be used on site, but children should be able to use them with minimal assistance. All other medications are prohibited on site. Medications must be in a prescription bottle, and a prescription is needed.

If your child has a specific need for medication, please contact the Child Care Manager to see what requirements need to be met.

Child Pick-Up

Children will only be released to their parents and those designees listed on the application form. If another person picks up your child on a particular occasion, permission must be given in writing prior to the time of pick-up, and proper identification is required.

In situations where one parent has court-ordered custody of a child, a copy of the court order must be in the child's file; otherwise we have to release the child to either parent.

Absences and Withdrawals

KID'S CLUB should be informed of ANY changes in your child's schedule. Please provide a written note or contact the staff if your child will be absent. The school will not notify us of absences. If you intend to make a permanent change in your child's enrollment, please notify us of the change in writing. A two-week notice is necessary to withdraw from the program.

Sign-In / Sign-Out Sheets

Parents need to enter the building to drop off and pick up children. A sign-in / out sheet is located on site, and must be initialed by the pick-up and drop-off persons. **Children may not sign themselves in or out**.

KID'S CLUB Closings

KID'S CLUB is closed Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, New Years Day, Good Friday, and Memorial Day. **There are no deductions in payment for these holidays.**

PROGRAM OPERATION

Enrollment Policy

KID'S CLUB is available to children who attend Derry Township Elementary School (grades first through fifth). Preference is given to participants of both Before and After School.

Enrollment Application Packets

Prior to your child attending KID'S CLUB, an enrollment application packet must be completed. This includes an "Agreement" to the fees and rules of KID'S CLUB, a Parent Consent Form, an Enrollment Application, and a Child Heath Appraisal Form.

In-Service / School Holiday Schedule

Since these are special days for the children, we try to plan special events, such as local field trips to the bowling alley, roller skating rink, or movies.

Parents will be informed of the day's scheduled events in advance, as well as the cost of the scheduled event. Field trip expenses are not included in tuition.

Snacks

KID'S CLUB provides snack at the After School program. Due to the varied tastes of the group, it is difficult to please every child every day. Therefore, we will provide menus of the anticipated snack schedule. If there is something on the menu your child does not like or cannot have, you may provide a substitute snack for your child.

Lunches need to be provided on days that KID'S CLUB operates a full day.

School Breakfast

Children participating in the Before School Program may choose to purchase a school breakfast. KID'S CLUB staff will accompany them to the cafeteria at 8:00 a.m. School breakfast is not available when there are delayed openings or when school is closed.

Newsletters

A monthly newsletter called KID'S CLUB NEWS is available to parents. The newsletters contain information regarding the various programs, any changes in scheduling, and any upcoming special activities or events.