

Township of Derry  
Department of Parks & Recreation

# KID'S CLUB

## PARENT HANDBOOK



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's Department of Parks and 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 717-533-7138.

### **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.

### **PROGRAM PERSONNEL**

Hershey Recreation Center

*Office Phone Number: 717-533-7138 (9:00 am – 3:00 pm)*

Hershey Elementary School

*Center Phone Number: 717-884-3609 (6:30 am – 8:20 am), (3:30 pm – 6:00 pm)*

### **PROGRAM OPERATION**

Kid's Club is available to children who attend the Derry Township School District (grades kindergarten through fifth). Children do not need attend daily, but will be charged according to the selected contract. We provide care during the hours of 6:30 am to 8:30 am and 3:37 pm to 6:00 pm. The Township of Derry, in determination of eligibility of admission of any participant, does not discriminate on the basis or race, sex, religion, creed, color, or national origin.

### **Enrollment Application Packets**

Prior to your child attending Kid's Club, an enrollment application packet must be completed. The application must be on file three weeks before the program or the child begins attending. If no packet is on file, the child will be removed from the list of participants. The packet includes: Enrollment application form, Agreement form, Emergency information form, Tuition Agreement form, Tuition Express online payment form, Alternative care form, Child authorization pick-up form, Parental consent form, and a current Child's health assessment and Immunizations.

### **Program Includes**

Outdoor and Indoor Play

Organized Games

Homework Assistance

Literature

Arts and Crafts

Fitness Activities

## **Newsletters**

A monthly newsletter is available to parents. The newsletter contains information regarding the various programs, and changes in scheduling, and any upcoming special activities or events.

## **Snacks**

Kid's Club provides a snack in the after school program. Children are welcome to bring in their own snack from home, due to allergies, medical condition, and/or not liking the snack provided.

## **School Breakfast**

Children participating in the before school program may purchase a school breakfast. The breakfast will be available at 8:00 am by the school. The school breakfast will not be available on delayed openings.

## **Kid's Club Closings**

Kid's Club is closed on: Labor Day, Columbus Day, The Day Before and After Thanksgiving, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve, New Years Day, Good Friday, and Memorial Day. *There may be additional closings, due to the Elementary Building availability on In-service Days.*

## **Inclement Weather Closings**

When school is delayed, early dismissal, or closed due to inclement weather, Kid's Club will be on the same schedule. Please sign up for the REMIND. This app. will provide notifications about delays, early dismissals, or closings. Please following the directions that are provided in the Enrollment Application.

## **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 or leaving school early. The school **WILL NOT** notify us of absences. We look for all children who are scheduled for the after school program. If you intend to make a permanent change in your child's enrollment, please notify the child care manager of the change in writing. A two-week notice is necessary to withdraw from the program.

## **Attire**

Provide weather appropriate clothing. The program will be outside daily, weather permitting. The Kid's Club program will follow the Elementary School's recess schedule dealing with proper outside clothing. Please provide coats, hats, and gloves.

## **Personal Items**

Toys, electronics or other personal items may not be brought into Kid's Club unless it is authorized by the Kid's Club staff. Kid's Club is NOT responsible for stolen/broken personal items that the child brings into the program.

## **Additional Information**

Children and parents are NOT allowed to return to the classrooms after 4:00 pm for forgotten items. This is a school policy.

### **Authorized 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.

### **Sign-In/ Sign-Out Sheets**

Parents need to enter the building to drop off and pick up their child. A sign-in/out sheet is located on site and must be initialed and the times written on the sheet by the pick-up and drop-off persons. Children may not sign themselves in or out. If you are late picking up your child, a late charge of \$1.00 per minute will be added to your account. The time will be based on the clock at the facility. If the child is not picked by 6:30 pm, the proper authorities will be notified.

## **POLICY ON HEALTH AND SAFETY**

### **Physical Forms**

Every child enrolled in the Kid's Club must have a health appraisal signed by a licensed physician within 30 days of admission. *The health appraisal and immunization records are required by the Department of Human Services, failure to submit these forms will result in termination of care for your child.*

### **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. If an ambulance is called, the parent is responsible for payment of emergency services. Parents are required to give consent for emergency medical care in the enrollment application. All emergency phone numbers, addresses, etc. must be updated every 6 months or as needed. It is extremely important that we can contact the parent in the event of an

emergency. You must have at least 1 additional person on the emergency contact form other than parents.

## **Illness**

Children **MUST** be kept home when:

1. They have a fever of 100.0 or above
2. They have nausea, vomiting, abdominal pain, or diarrhea
3. They have an undetermined/undiagnosed rash
4. They have a contagious, infectious disease
5. They have yellowish/greenish mucous draining from the nose or eyes.

We will not accept a child into the center who had a fever and has been given a pain/temperature reducing medication. Misuse of this policy may result in termination of child care services. If a child becomes ill while in our care, he/she will be notified and asked to pick up the child immediately. A charge of \$5.00 per 5 minutes will occur when the child is not picked-up within an hour of being notified.

It is extremely important to inform the child care manager of a child diagnosed with an infectious/contagious illness. The information needs to be posted at the Kid's Club site in accordance with the Department of Human Services Regulations. Rashes must be diagnosed by a physician as non-contagious before returning.

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 contagious diseases such as:

**Chicken Pox** – until all rash/blisters have scabbed or crusted over, (usually 5 to 7 days after the rash appears)

**Conjunctivitis** (Pink eye) – until the child has been on antibacterial medication for 24 hours

**Diarrhea** (viral) – until diarrhea is completely gone and stools are normal for the child.

**Diarrhea** (parasitic, ex. Shigella, Giardia) – until stool cultures are negative

**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** – until sores are crusted over or can be covered and child has been on antibiotics for 24 hours

**Pertussis** – 5 days after beginning antibiotic treatment

**Ringworm** (body) – until affected area is dry or crusted over

**Ringworm** (scalp) – 24 hours after treatment is started

**Streptococcal**, sore throat, (**Scarlet Fever, Scarletina**) – until child has been on antibiotics for 24 hours and is without fever for 24 hours

**Head Lice** – until medicated shampoo is applied and all nits are gone

## **Medication**

The staff of Kid's Club will only dispense medication 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. If your child needs medication, the following items are needed: The medication in their original container (ex. Box that contains Epipens) with a label containing the child's name, doctor's name, dosage, and date. The following guides must also be met before medication can be administered by the staff:

1. A medical log (provided by the child care manager) must be completely and accurately fill out by the parent for each medication to be administered.
2. Prescription drugs will only be given to those for whom the drug is prescribed and only if the date of label is current.
3. Nonprescription medication a doctor's note with directions must be provided with the medication.

## **Accidents**

In the event of an accident, appropriate procedures, which are posted in the Emergency Procedure folder, will be followed and the parents of the injured child will be notified. The original form will be given to the parent, a copy will be kept in a binder at the facility, and another copy will be kept in the child's file.

## **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 the 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, 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 or termination from the program at the discretion of the Child Care Manager.

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 are not 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.

A parent may be called to pick up their child if the behavior cannot be controlled. The parent has one hour upon notification to pick up the child, otherwise a late fee of \$5.00 per 5 minutes would apply.

**NOTE: Previously terminated children will not be permitted back into the program.**

### **Non-Violence**

Our philosophy encourages cooperation and promotion of communication to solve our disagreements. We do not permit ANY form of weapons, real or otherwise. Gun/weapon play is STRONGLY discouraged. Any item of this nature sent into the child care will be taken and kept by a staff member until the child is ready to go home. Please do not allow your child to bring in action figures depicting fighting/violence into the facility.

Parents, staff, as well as children, are expected to show respect and appropriate behavior to children, other parents and staff. Abusive language, gestures, and/or actions will not be tolerated, termination of child care will occur.

### **Safety**

In compliance with state regulations, fire drills are conducted every 30 days. All staff members receive annual training in water safety, fire safety, and a minimum of 6 additional training hours in child development.

The State of Pennsylvania requires that all members of child care institutions reports to the state and the local child protection services agency all cases of suspected child abuse or neglect. The Township of Derry employees are mandated child abuse reporters and have all been trained through the University of Pittsburgh on identifiers, reporting process and proper procedures when making a report.

*“An operator or staff person who has reason to believe that a child enrolled in the facility has been abused is required to report suspected child abuse to ChildLine as mandated by the -Protective Services Law.”*

### **SUPERVISION POLICY**

The Township of Derry’s Kid’s Club follows the Supervision regulation put forth by the Department of Human Services which states the following:

#### **3270.113.Supervision of Children.**

(a) Children on the facility premises and on facility excursions off the premises shall be supervised by a staff person at all times. Outdoor space used by the facility is considered part of the facility premises.

(1) Each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children in his assigned group. The staff person shall be physically present with the children in his group on the facility premises and on facility excursions off the facility premises.

(2) The requirement for supervision on and off the facility premises includes compliance with the staff: child ration requirement in 3270.51-3270.55 (relating to staff: child ratio)

(b) A facility person may not use any form of physical punishment, including spanking a child.

(c) A facility person may not single out a child for ridicule, threaten harm to the child or the child's family and may not specifically aim to degrade the child or the child's family.

(d) A facility person may not use harsh, demeaning or abusive language in the presence of children.

(e) A facility person may not restrain a child by using bonds, ties or straps to restrict a child's movement or by enclosing the child in confined space, closet, or locked room. The prohibition against restraining a child does not apply to the use of adaptive equipment prescribed for a child with special needs.

### **Cross References**

This section cited in 55 Pa. Code I 3270.13 (relating to waivers); and 55 Ps. Code I 3270.241 (relating to requirements specific to school-age programs).

### **I 3270.113a. Supervision of children – statement of policy.**

The phrase "supervised at all times" means that each staff person shall be able to SEE, HEAR, DIRECT, AND ASSESS at all times.

### **Tuition**

***Township of Derry's Federal Tax ID number is 23-6000290***

### **Registration Fee**

There is a one-time registration fee of \$50 per child, at the time of registration

### **Tuition Payments**

At the Township of Derry, we are constantly looking at ways to improve the service we provide you and your children. With this in mind, we are now moving to mandatory online tuition and fee payments. Tuition Express, part of our ProCare Software management system, allows us to process tuition and fee payments safely, quickly and efficiently. You may choose one of two ways to process your payments. First, you may log in to your Procure account and pay your account fees. Second, fill out the Tuition

Express Form, attached to your enrollment application, for automatic withdraws from your credit card, checking account, or savings account. Automatic withdraws will happen every Friday. First payment due is the Friday before school starts.

Weekly payments are expected, even if your child does not attend. No vacation weeks are not given.

## **Tuition Schedule**

### **Full-Time Participants Only**

- 1) Before and After (6:30 – 8:30 am and 3:37- 6:00 pm) = \$100.00 per week
- 2) Before School Only (6:30 – 8:30 am) = \$85.00 per week
- 3) After School Only (3:37- 6:00 pm) = \$85.00 per week

### **Inservice Days**

\$20 per day

### **Planned Late Starts**

\$5.00 per day

*A sign up will be provide for all Inservice Days, Planned Late Starts, and Planned Early Dismissals. The sign up sheet will be removed one week before this date. There must be 15 or more children on the sign up sheet for the Kid's Club program to operate. If there is less than 15 the program will not be open. 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, the fee will be added to your account.*

### **Family Discounts**

Families enrolling two or more children full-time will receive a 10% discount and the 2<sup>nd</sup>, 3<sup>rd</sup>, etc. children. The discount is applied to the lowest fee of the child enrolled, to the total of all tuition fees.

### **Late Payments**

Payments that are not on automatic withdraw and are not paid by the Monday of the week of service, are subjected to a \$5.00 per day (including weekends) late fee to be added to their account. Delinquent account of more than three days may consititue grounds for removal of the program, indefinitely. NOTE: With online account access, payments can be made 24 hours a day.

### **Late Pick-up Fee**

A late fee of \$5.00 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  
                              10-15 MINUTES=\$15

The fee will be added the next day to your account. If a late pick up occurs three time, 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.

### **Financial Assistance**

Kid's Club accepts funding through CCIS. If your child receives financial assistance, he or she can only attend the program when the parent/parents are at work. Verification of subsidy must accompany registration, or full fee must be paid until verification is received. If you receive CCIS and your child is absent a total of 25 days within a fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>), you will be charge the normal rate.

**NOTE: ANY DELINQUENT ACCOUNTS FROM PREVIOUS YEARS MAY NOT SIGN UP FOR THE PROGRAM**

### **KID'S CLUB**

Township of Derry

Department of Parks & Recreation

605 Cocoa Ave, Hershey, PA 17033

(717) 533-7138

Rev. 7/19

