

Healthy Kids Programs Before & After School Guide

We are so grateful you have chosen Healthy Kids Programs.
Within this booklet, you will learn all you need to know about
our Before & After School Programing.

Sincerely,

The Heatthy Kids Team



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Mission & Vision

Healthy Kids Programs has been providing Before & After School, Summer Camp and Early Learning Programs throughout New York State since 2003.



Our Mission

The Healthy Kids Programs mission is to be the leading before and after school, summer camp and early learning program provider, in terms of both the number of locations and the quality of the program. To do this every interaction you have with each of the children we serve has to be of highest quality.

Our focus is to provide a positive, engaging and stimulating experience that promotes each child's social/emotional, physical and cognitive development. We want kids to become happy, ethical, successful adults and to this end we dedicate ourselves to providing a safe, healthy, and fun-filled environment for everyone.

Our Philosophy

Here at Healthy Kids, we believe that our program should be your child's home away from home. Our program features a warm, nurturing environment with an emphasis on safety, having fun, amazing staff and engaging activities. We focus on making sure your child builds friendships with others and develops both fit minds and fit bodies.

At the Healthy Kids program we will not only help your child with daily homework but also offer regular social, academic, fitness and outdoor activities (weather permitting). All of this is done in a comfortable, non-competitive atmosphere. Your child will come home tired from all the activities and full of after-school adventures to share with you.

Licensing

The Healthy Kids Programs School-Age Program is registered through the New York State Office of Children and Family Services and Pennsylvania Office of Child Development and Early Learning and operates in accordance with all statewide regulations. As a registered School Age program, all staff are fingerprinted and cleared through the State Central Registry and the Staff Exclusion List through the Justice Center for the Protection of People with Special Needs database. All childcare staff is required to have had a complete medical exam and TB testing in the year prior to hire date. All staff are required to follow each and every regulation daily.

Registration & Communication

Registration

Before your child can attend our programs, a completed registration form must be submitted. Online registration is available and can be found on our website www.healthykidsprograms.com.

If your child has allergies and/or needs an inhaler or EpiPen while in the program, additional paperwork is required from a doctor. Allergies include but are not limited to allergies to foods, medicines, animals, seasonal/environmental etc.

Notice of Change in Enrollment

Two weeks written notice is required for withdrawal or change schedules. Requests can be sent to registration@healthykidsprograms.com and must include the desired last day of service/day you would like the change to go into effect.

Fee Information

Rates and billing information can be found on our website. A signed "Tuition and Payment Agreement" must be completed prior to the start of care.

The Registration Team can be reached at registration@healthykidsprograms.com or 845-330-0220.

Discharge from the Program

The following are reasons that a family may be discharged:

- Neglecting to follow the policies of the Healthy Kids Program/state regulations.
- A continuing problem that negatively affects other children. This may include: inappropriate behavior, bullying, or being unsafe.
- We have a zero tolerance policy for intentionally hitting and/or hurting another child or staff member.
- Leaving the program premises without permission, or going to unauthorized areas.
- Defacing property of the Healthy Kids Program, school sites, or field trip facilities.
- Bringing or using illegal items or substances.
- Nonpayment.

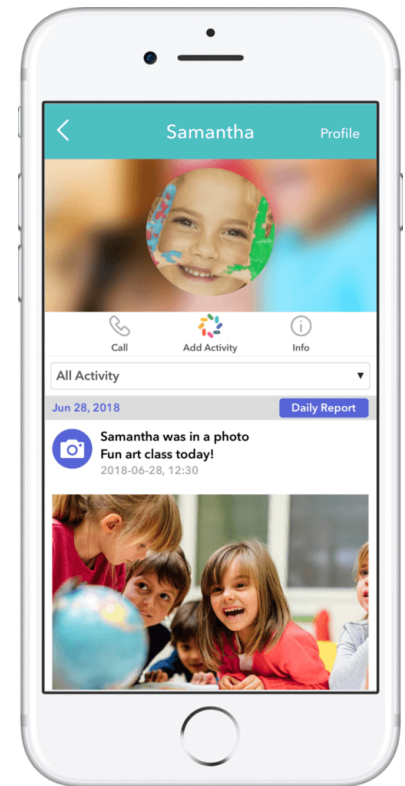
Communication

We utilize a family-friendly software program called Brightwheel. Brightwheel allows us to communicate better with you. Brightwheel allows:

- Staff to send you updates and pictures
- Staff to check children in and out of our program each day
- Parents to send messages to the staff and director

Additional Ways to Communicate

We want to partner with our families. We request a courtesy call for days that your child will not be in attendance. For day-to-day concerns or information, please connect with the staff at your location or the Regional Director by phone or email. You can find their information in your confirmation email as well as this guide.



Drop off & Pick Up

We take your child's safety seriously, therefore we ask you to follow the guidelines here to ensure a smooth beginning and ending to the day.

Drop Off & Pick Up Procedures

Children may not arrive more than five minutes early. We are not responsible for supervision before the program starts.

Safety is our highest priority. A designated adult must sign each child in for the before school program and out of the after school program each day. Children will only be dismissed to the parent, guardian or any other person stated on the registration papers who is allowed to pick your child up. If you need to update your approved pick ups, you can do so through Brightwheel. We will not dismiss your child to a person that is not included on the pickup list. We will ask for identification, as we deem necessary, so please inform those who are picking your child up to bring their ID.

Late Policy

You are expected to pick your child up on time. If you are going to be late, please call the program to notify us. **A \$5 fee will be charged for every 5 minutes you are late.** This fee will be added to your billing payment. More than three late pick-ups will be grounds for dismissal from the program.

If your child is still at the site 15 minutes after the scheduled pick up time, staff will begin to make phone calls to your home or work. If we are unable to reach parent/guardians, the emergency contacts listed on your child's registration will be called. We will stay with the child until someone is reached and can pick up the child. If still no contact is made, the local police will be called.

****LEGAL ISSUE:** By law, the program staff is not allowed to keep a child from their natural parents. If your child is involved in a custody battle where a parent is not allowed to come into contact, or pick the child up from care, it is necessary to inform us in writing. A copy of any court documents stating this information is required, and will be kept confidential.

Programs run every school day.

The Healthy Kids Program is scheduled to run every day there is a scheduled full day of school and follows the school calendar.

Our After School Program does not run on:

- scheduled no-school days
- scheduled half days
- school holidays
- when the School District cancels after school activities in its buildings

Our Before School Program does not run on:

- scheduled no-school days
- school holidays
- when the School District has a delayed opening

****Please call your School District's information number and listen to the recording for closing updates or check their website. We will not make calls to inform you of any last minute emergency school closings.**

Hours of Operation

Our Staff

The people who make up Healthy Kids Programs

Our staff are very special people who demonstrate a resourceful and loving commitment to children, a high level of skill, education and experience.

Our entire Healthy Kids team is dedicated to providing the best possible program for your child. Here is our team's chain of command:

Executive Director
Regional Director
Multi Site Director
Site Director
Site Leader
Child Care Assistants

Anyone involved in the program is screened and trained. Staff members are required to be fingerprinted and cleared by the NYS Central Registry.

Staff Health Policies

Any prospective employee or volunteer must submit a current physical or medical statement from a health care provider indicating that he or she is fit to provide child care and is free of any communicable disease. The medical statement must also include the results of a Mantoux Tuberculin test, which has been performed within the year. If a staff member becomes ill, a sick day will be taken. This staff person should inform the director as soon as possible and should also call a substitute to meet the ratio requirements. The same procedure should be followed if a staff member becomes sick while at work. All staff working with children will follow proper hand washing techniques before the program begins, before serving snacks and before setting the table for lunch. Staff will also wash their hands after being outdoors, serving snacks, using the restroom and after emergency care.

RAEANNE NOCERA

Executive Director of School Age Programs
raeanne@healthykidsprograms.com

SHANNON FAUGHNAN

Regional Director Peekskill & Arlington
shannon@healthykidsprograms.com

ADELE DOWLING

Regional Director Yonkers
adele@healthykidsprograms.com

PAMELA EDMONDS

Regional Director Orange County
pamela@healthykidsprograms.com

ROBIN KEATING

Regional Director Kingston
robin@healthykidsprograms.com

DANIELLE FARO

Regional Director Wappingers
robin@healthykidsprograms.com

RENEE MORTIN

Regional Director Central Region
renee@healthykidsprograms.com

CYNTHIA HANSEN

Regional Director Finger Lake & Western Region
cynthia@healthykidsprograms.com

Our Staff

The people who make up Healthy Kids Programs

Staff Training

We are committed to continually developing our staff to learn more skills and be even better. All employees must complete a minimum of thirty hours of training every two years. Fifteen hours of training should be received during the first six months of employment which will be:

- CPR/1st Aid
- Health & Safety
- Mandated Reporter
- Principles of Child development
- Nutrition and health needs
- Child day care program development
- Safety and security procedures
- Business record maintenance and management
- Child Abuse and maltreatment
- Statutes and regulations pertaining to child abuse
- Identification and prevention of shaken baby syndrome.
- Status and regulations pertaining to child day care.

Staff Evaluations

To make sure our staff continue to deliver excellence we regularly monitor, provide feedback to and train staff to continually provide higher and higher levels of excellence. The Director of Healthy Kids Before and After school program will conduct evaluations for the Head of Group and staff members based on their job performance. This will be done 30 days after the program has started and then one more time during the school year. The Head of Group and other staff members will have the opportunity to evaluate the Director's job performance as well. The Director will provide the staff with an evaluation sheet annually.

Supervision: Staff/Child Ratio

We follow New York State staffing guidelines which are as follows:

Ages of children

4 year olds

5-12 year olds

Staff : Children Ratio

1 staff for 8 children

1 staff for 10 children



Health & Wellness

Daily Health Checks

Each day, the director and/or staff will visually check each child and document it.

This check includes:

- Behavior typical or atypical for time of day or circumstances
- Skin: pale, flushed rash (feel the child's skin by touch affectionately)
- Eyes, nose, and mouth: note color, are they dry or is there discharge? Is the child rubbing eyes, nose or mouth?
- Breathing: normal or abnormal, cough?
- Ask parent how child seemed to feel or act at home
- Sleeping normally?
- Eating/drinking normally?
- Bowels and urine normal?
- Any signs of sickness like fever, breathing difficulties, rashes, unusual spots or stomach ailments,

If any of these conditions are found, the child will be brought to a quiet place and kept under direct supervision by staff. Parents will be notified immediately by phone.

Any open wounds found on a child should remain covered to prevent infections or contact with blood.

Sick Policy

Coughs, colds and mild flu symptoms are a reality for all children. We prepare for these illnesses and seek to protect your child by maintaining a high quality of cleaning standards. We also require that sick children stay home. Any child attending the center must be well enough to participate in all the day's activities, including time spent outside daily. If your child becomes ill, the director or designated staff member will notify you and ask you to pick up your child.

You must keep your child home from the program if he or she has:

- A temperature above 101 taken orally or axially
- One or more episodes of vomiting
- One or more episodes of diarrhea
- Symptoms of communicable diseases such as chicken pox, head lice, conjunctivitis (pink eye). If your child has Head Lice he or she should remain home until the condition is clear to prevent infection throughout the program.
- Behavior indicating pain or distress

Child Abuse Policy

New York State mandates caregivers to report any suspected child abuse. A caregiver does not need to witness or have positive proof that abuse has occurred to report it. Staff members will use injury incident reports for any accident or injury occurring in the program. If the child comes to the program with unexplained bruises or physical injuries; it will be documented. If a staff member suspects abuse, they will immediately contact Child Protective Services based on documentation and any indications of abuse or neglect. A DSS 2221-A form will be submitted within 48 hours to DSS. The Director will also inform the Office of Children and Family Services after contacting DSS. The contact number for the New York State Child Abuse and Neglect hotline is 1-800-342-3720.

Boo-boo's

As we know, boo-boo's are a part of childhood. We will always do our best to prevent injuries, but boo-boo's do happen.

Boo-boo's While In Care

Our staff is trained on our health procedures and one of our staff members is CPR and First Aid certified.

If your child is injured while in care, the staff will offer first aid as needed, including TLC. We will wash a scraped knee, apply ice to a bumped elbow, etc. The staff will fill out an incident report which they will bring to the administrator on duty. If your child was injured above the shoulders, you will be contacted. At pick up, you will receive two copies of the report; one to keep for your records and one that you will need to sign for our records.

Emergency Medical Situations

The safety of your child is our number one priority. Although most of our medical situations are fixed with TLC and a band aid, on rare occasions we come across a serious medical situation. In the unlikely event that your child is injured or is seriously ill while in our care, and immediate medical attention is required, a staff member will call 911 and request emergency assistance. We will immediately reach out to parents/guardians to inform them of what is happening, and what has happened.

We will support you and your child in every way, including comforting them, communicating with you and if needed, of course if possible, accompanying your child in the ambulance and by staying at their side until you can arrive at the hospital. The attending staff will have your child's emergency card, which you will fill out during registration. If we cannot reach you, we will call your alternate contact, and continue trying to reach you.

First Aid Kit

The first aid kit will be kept in the director's emergency bag. The Director or Assistant is responsible for checking expiration dates and restocking the kit monthly. This will include: emergency contact numbers for the children in the program, emergency contact numbers for the Fire Dept. and Police Dept., it will also include adhesive bandages in assorted sizes, latex free gloves, ice pads, plastic bags and a flashlight.



Day to Day

What They'll Need

Please label all belongings

- ✓ Weather appropriate attire.
- ✓ Healthy snack for After School Program (The program will offer emergency snacks if needed as well as water throughout the program times).

Please leave all electronic devices at home. The only exception is cell phones, which are allowed as long as they remain in the child's book-bags, and are only used for emergency communication with parent/guardian. Jewelry should not be worn.

Schedule

Each morning and/or afternoon your child will have an action-packed, fun-filled time with warm, caring, motivating staff and lots of interesting activities.

Here's what a typical afternoon looks like:

3:00pm–3:15pm Children's arrival

3:15pm–3:30pm Snack time

3:30pm–4:30pm Homework support

4:30pm–5:30pm Active group games or outdoor activities

5:30pm–6:00pm Arts & crafts/ games & manipulatives

6:00pm Dismissal

Homework Policy

We understand that your life is so much easier if your children come home with homework completed and we will make every effort to make sure this happens. We set aside up to one hour each day for children to complete their homework. Importantly, we are not a tutoring program and cannot provide the same educational support as a school-day teacher. We will continually encourage the children to stay focused and use their time wisely. However after the 60 minutes, the children will move on to other activities. We ask that you partner with us on making sure the homework is up to your standards by:

- Making sure the homework is completed and is correct
- If your child is struggling to complete his or her homework, let us know if you want us to engage the school teachers.

Fridays are a special day, it is 100% fun and we do not do homework on Friday. If your child has homework for the weekend they are responsible for communicating this with their parents and finishing it at home.



Things get lost, mixed up and are destined to never return home without labels.

We have partnered with Mabels Labels who make durable labels for all your child's belongings. Get 20% off sitewide using the code:

US214GSYY17S

mabel's labels
mabelslabels.com

Programs & Activities

Homework Support

Goal: Promote educational development and support academic success.

Related Activities: Creating a quiet environment so children can work towards homework completion. Parents are responsible for checking homework at home to make sure all work is completed, and is accurate.

Arts & Crafts

Goal: Promote creativity and fine motor skills.

Related Activities: Children will participate in interesting, engaging age-appropriate arts craft projects that stretch their creativity. They will also have time for free expression using tools like crayons, paints, play dough and other mediums.

Socialization

Goal: Promote friendship building and personal growth.

Children are encouraged to participate in programs together in a positive manner, learn how to negotiate with others, communicate what they are feeling and form strong social bonds with children and adults.

Games & Manipulatives

Goal: Promote social skills, develops strategic thinking and friendship building

Related Activities: Children play board games like Chess, Checkers, Candy Land, and use manipulative table top items such as Legos.

SPARK Active Physical Fitness Activities

Goal: Promote physical development and develop healthy behaviors.

Related Activities: Age appropriate, confidence building active recreation program using award winning non-competitive SPARK curriculum that focuses on fun, friendship building and skill building. Includes sports, games and physical activities like the Mileage Club, yoga and dancing.

Academic Learning

Goal: Promote educational development address learning gaps from the pandemic

Related Activities: Drop Everything And Read to help create a love of reading and IXL a personalized learning platform to encourage learning.

New this year! Our Lego Masters Program which focuses on STEM. Just like the TV show, we encourage kids to work together to come up with fun and exciting Lego creations.

