

Healthy Kids Programs Before & After School Guide

We are so grateful you have chosen Healthy Kids Programs.
Within this booklet, you will learn about what makes up our Before & After School Programming.

Sincerely,

The Healthy Kids Team



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"I'm happy leaving my kids in the care of Healthy Kids knowing that they are safe, having fun and are encouraged to learn. Their fees are affordable and they offer a flexible schedule to fit family's needs."

-Healthy Kids Parent

Mission & Vision

Healthy Kids Programs has been providing Before & After School, Summer Camp and Early Learning Programs throughout the Northeast 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, the New Jersey Department of Children and Families and the 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 and the required paperwork must be completed. 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 to 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. All schedule changes will incur a \$10 fee.

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.

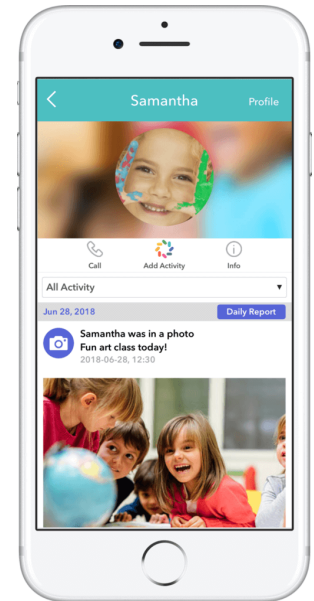
Communication

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 message 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.



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 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
-school holidays

Our Before School Program does not run on:
-scheduled no-school days
-school holidays

****Some locations do offer half day care at an extra charge. We will reach out to confirm care prior to the half day.***

****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

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:

| | |
|-------------|--|
| 3:00-3:15pm | Children's arrival |
| 3:15-3:30pm | Snack time |
| 3:30-4:30pm | Homework support |
| 4:30-5:30pm | Active group games or outdoor activities |
| 5:30-6:00pm | Arts & crafts/games and 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! 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.

