

Healthy Kids Programs Summer Camp 2024 Parent Guide

We are so grateful you have chosen Healthy Kids and look forward to an unforgettable Summer of exploration, adventure, and fun!

Within this booklet, you will learn all you need to know about our 2024 Summer Camp Program.

Sincerely,

The Healthy Kids Team



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Mission & Vision

Healthy Kids Programs has been providing Before & After School, Summer Camp and Early Learning Programs since 2007.

Our Mission

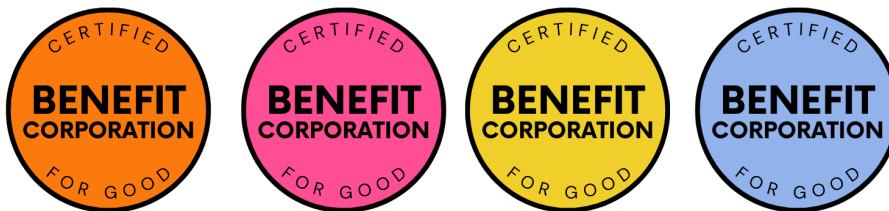
Our programs transcend individual families, as we create a positive and lasting impact on children, families, dedicated staff, and the broader community. Through innovative programs and collaborative partnerships, we are building a place where every child thrives, families flourish, our dedicated staff find inspiration, and the wider community experiences lasting benefits.

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.

Certified Benefit Corporation

At Healthy Kids, we've always been passionate about doing what's right for our children, our families, our employees, and our communities. We help moms get back to work and support families from all different backgrounds with reliable, affordable, and accessible programming. We strive to make a lasting impact on each of our kid's lives. We are reinventing childcare positions for our employees with benefits and career paths. We partner with school districts in a variety of ways to meet the needs of their families and build communities...not just profits. So we figured — why not make it official? We've been conducting business like a Public Benefit Corporation for quite some time, and now we are certified as such.



Licensing

The Healthy Kids Programs School-Age Program is registered through the New York State Office of Children and Family Services and operates in accordance with all statewide regulations.

Registration

Before your child can attend our program, completed registration forms must be submitted.

If your child has allergies diagnosed by a physician 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. Emergency medication must be provided and kept with our staff.

Staff NOT authorized to administer medications may administer emergency care through the use of epinephrine auto-injector devices, diphenhydramine when prescribed for use in combination with the epinephrine auto-injector, asthma inhalers or nebulizers when necessary to prevent or treat anaphylaxis or breathing difficulty for an individual child when the parent and the child's health care provider have indicated such treatment is appropriate.

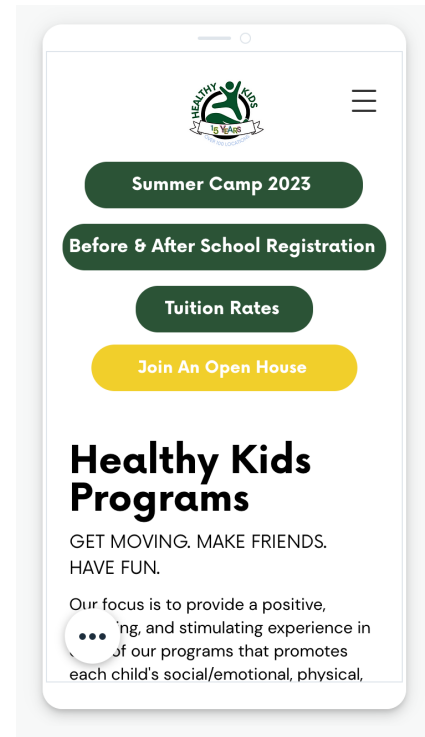
In addition, the program will obtain the following:

- A written Individual Health Care Plan for a Child with Special Health Care Needs must be submitted. Form OCFS-LDSS-7006 may be used to meet this requirement.
- Form OCFS-6029, Individual Allergy and Anaphylaxis Emergency Plan for children with a known allergy, and the information on the child's OCFS-LDSS-0792, Day Care Enrollment (Blue Card).
- An order from the child's health care provider to administer the emergency medication, including a prescription for the medication. The OCFS Medication Consent Form, OCFS-LDSS-7002, may be used to meet this requirement.
- Written permission from the parent to administer the emergency medication as prescribed by the child's health care provider. The OCFS Medication Consent Form, (Child Day Care Programs) OCFS LDSS-7002, may be used to meet the requirement.
- Instruction on the use and administration of the emergency medication that has been provided by the child's parent, child's health care professional or a health care consultant.

Fee Information

Rates and billing information can be found on our website and may increase each year due to the rapidly rising costs associated with maintaining appropriate staffing and wages, the use of school buildings, program supplies, and training. A signed "Tuition and Payment Agreement" must be completed before the start of care.

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



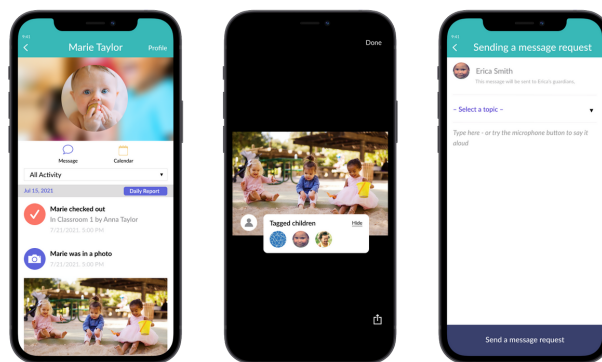
Communication

Communication

Feel free to speak to the director or any staff about any special needs, concerns, or information. We utilize a family-friendly software program called Brightwheel. Brightwheel allows staff to send you updates and pictures, and parents to send messages to the staff and director.

Additional Ways to Communicate

In addition to the Brightwheel App, parents can reach out to their director via phone or email. A directory is on page 8 and our staff contacts are also on our website. You may also call our general line at 845-568-6100 to be transferred to the director.



Discharge from the Program

While we will do our best to meet the needs of any child that attends, there are times when we cannot provide the right fit. We want all children to thrive, and if we find that your child is not best served by our program we will discharge them. 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.

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 and out of the summer camp program each day. Children will only be dismissed to the parent, guardian, or any other person stated in Brightwheel who is allowed to pick up your child. If you need to update your approved pick-ups, you can do so through Brightwheel. We will not dismiss your child to a person who 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.



****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.

Late Policy

You are expected to pick your child up on time however we know things happen. If you are going to be late, please message 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.

Hours of Operation

Our Summer Program Hours of Operation

Regular Camp Day Drop-Off begins at 9:00am and Regular Camp Day Pick-Up ends at 3:00pm
Extended Hours are available at certain locations.

*Please Note: Campers not enrolled for Extended Hours must be picked up by 3:00pm or be subject to a late pickup fee.

Our Staff

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

As a registered 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 staff are required to follow each and every regulation daily.



Important Contacts

REGISTRATION TEAM

registration@healthykidsprograms.com

CARLA HALL

Registration Manager
raeanne@healthykidsprograms.com

SUBSIDY TEAM

subsidy@healthykidsprograms.com

RAEANNE NOCERA

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LAQUANDA BRINSON

Senior Regional Director
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LINDSAY DECKER

Senior Regional Director
lindsay@healthykidsprograms.com

TALISHIA WAITERS

Senior Regional Director
talishia@healthykidsprograms.com

Our Staff

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
- Statues and regulations pertaining to child abuse
- Identification and prevention of shaken baby syndrome.
- Status and regulations pertaining to child day care.
- ACE's - Adverse Childhood Experiences

Staff Evaluations

To make sure our staff continues to deliver excellence we regularly monitor, provide feedback to, and train staff to continually provide higher and higher levels of excellence. The Director of the 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.



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. Staff will also wash their hands after being outdoors, serving snacks, using the restroom, and after emergency care.

Supervision: Staff/Child Ratio

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

Ages of children	Staff:Children Ratio
4 yrs	1 staff for 8 children
5 yrs-12 yrs	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

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.

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.

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.

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.



Day to Day

What They'll Need

Please label all belongings

- ✓ Weather appropriate attire
- ✓ Sneakers or closed toe shoes, *sandals and open toed shoes are prohibited for safety reasons*
- ✓ A Morning and Afternoon healthy snack
- ✓ A healthy lunch
- ✓ Refillable water bottle
- ✓ Unopened sunscreen & hat
- ✓ Towel & Bathing Suit (we will utilize our sprinkler when possible)

*Sunscreen should be applied before camp and kept in backpack. We will give opportunities to reapply throughout the day. If a camper needs assistance applying sunscreen, we do require a Sunscreen Application Form to be completed.

To find more information on healthy food and beverage choices and the prevention of childhood obesity visit:
<https://www.cdc.gov/healthyweight/children/index.html>

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

We are huge fans of Mabels Labels who make durable labels for all your child's belongings. Visit them at mabelslabels.com

mabel's labels

What To Leave Home

- Electronic Devices. 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



CODE OF CONDUCT

creating a warm, safe and nurturing environment

At Healthy Kids Programs we set behavior expectations so that every child can thrive, feel safe, and interact positively with others. We ask that all parents partner with us on this important issue by going over this code of conduct with your child(ren) and letting them know that you support this.

PROGRAM CODE OF CONDUCT

- We will always **place safety first**, which will mean regular buddy checks, safety drills, and procedures to ensure children's safety.
- Be respectful, honest, and kind. Use positive language, be gracious competitors, show good sports etiquette, and share.
- Be considerate to others and to the environment by cleaning up after yourselves.
- In a group situation, please no talking while someone else is speaking, always raise your hand if you have something to contribute, and use inside voices indoors.
- Follow your site staff directions, if you do not understand, ask questions!!!
- No throwing things, pushing, roughhousing, profanity, or demeaning language.
- Always engage a staff member to settle an issue between children. Don't take matters into your own hands.

If a student does not follow the code of conduct we will follow a progressive discipline philosophy and will always bring the parent early on in the process.

CONSEQUENCES OF NOT FOLLOWING THE CODE OF CONDUCT

(The Site Director will determine disciplinary action)

- 1st A gentle reminder
- 2nd Redirection to new activity until child can gain control
- 3rd Call parent/guardian and leave for the day
- 4th Children will be removed from the program with no refund.

Healthy Kids Program reserves the right to immediately dismiss any child from the program for (1) extremely disruptive behavior (2) for behavior placing the children's/staff's safety in jeopardy or (3) any violence.

Examples include but are not limited to:

1. Intentionally hurting another child or a staff member
2. Stealing
3. Refusing to comply with a safety directive
4. Defacing/destroying other's property

We have **zero tolerance** for **violence** and believe that there are no reasons or circumstances that call for violence. We require children to bring issues between children to the counselor's attention for help in solving them before it escalates to violence.

Any child who hits another will be expelled, WITH NO REFUND of school tuition.

Tuition Agreement

Healthy Kids Programs and the undersigned parents, by entering into this tuition agreement to enroll their child listed below for the 2024 Summer Program, executed by the parents on the signed date below, agree as follows:

Consent: This agreement is entered into with mutual consent of Parents and Healthy Kids Programs.

Tuition and Charges: Parents agree to pay the full amount for tuition and fees. **Tuition will be due in full by June 15th, 2024.** If registering after June 15th, tuition will be due in full at the time of enrollment confirmation. Monthly payment plans are available only by written request to registration@healthykidsprograms.com and will require a \$25 deposit per session due at the time of enrollment which will be credited towards your payment of tuition. If you would like to pay your balance in full by June 1st, you will receive a 10% discount. Please reach out to the registration team at registration@healthykidsprograms.com before May 30th so we can help set that up for you. Students cannot attend the program without payment. ***Please note: Healthy Kids does not give credits for illness, holidays, parent work schedule changes, or family vacations taken during the session you have signed up for.***

Late Payment: If your payment fails or is not paid in full by the day after the tuition due date, a \$15 late payment fee will be added to your account. Accounts with outstanding balances 5 days after the tuition due date may result in the suspension of the program until payment in full is made. Invoices are sent out three days before your payment due date as a reminder. All accounts are required to be set up for automatic payments. ***Three or more late/failed payments will result in the disenrollment of the program.***

Drop-In Policy: If you are registered for the Drop-In Program or would like to use it for a day your child is not scheduled, please contact the registration team at 845-330-0200 or registration@healthykidsprograms.com with at least 48 hours prior notice (not including weekends) of the desired day of service to be placed on the schedule if there is availability. Approved dates will not be refunded if they are missed.

Sibling Discount: A 10% sibling discount will be applied to tuition only.

Additional fees: A 2.9% surcharge is added for automatic payment with a credit/debit card. If you link a checking account, there are no additional surcharges.

Refund Policy: Our Summer Camp cancellation policy recognizes our investment in our staff, program planning, and purchase of supplies before each session begins. Late cancellations often prevent families on the waiting list from being able to enroll. Therefore, we require you to reach out by June 15th to receive a refund. ***Please note that any registration fees are non-refundable.***

Payment obligation: Parents' failure to pay any amount when due under the terms of this Agreement, may, at the Program's sole discretion, result in the suspension or dismissal of the Student from the School.

Tuition Assistance through the Department of Social Services: Healthy Kids Programs accepts payments from the Department of Social Service Payments (DSS).

After we have received approval from DSS:

- Your account will be reconciled. Your Registration Fee will be adjusted to \$10 and any tuition overpayments will be adjusted.
- You will be billed weekly for your parent portion amount; which will be determined by your DSS case worker.