

PARENT GUIDE

***Healthy Kids Before and After School
Programs in
Adirondack, Capital, Central,
Finger Lakes, Hudson Valley, NYC,
Westchester, Western New York
and Northern Pennsylvania.***



Thank you for choosing the Healthy Kids Before/After School Program, the largest before and after school provider and a proud awardee of the prestigious 21st Century grant. We understand that childcare is one of the most important decisions you make and are glad you've chosen us.

Here in this parent guide you find everything you need to know about our program. We ask that you read everything carefully, ask if you need clarification on anything and then sign and return the form on page 19.

We look forward to providing an amazing program for your child.

Table of Contents:

Healthy Kids Program Locations	page 3-5
Things to know before starting the program.....	page 6
Safety and General Regulations.....	page 7
Code of Conduct.....	page 8
Drop Off and Pick Up Policies.....	page 9
Daily Schedule/Goals and Activities.....	page 10
Homework Policy.....	page 11
Health/Medical Policy.....	page 12
Helping to keep colds/flu from spreading.....	page 13
Emergencies/Special Situations.....	page 14
Healthy Kids Staff.....	page 15-16
Chain of Command.....	page 17
Parent Agreement Signature Page.....	page 19

This Parent Guide will tell you everything you need to know about our programs in the following locations:

NEW YORK PROGRAMS:

CATTARAUGUS COUNTY:

- | | |
|-----------------------------------|---------------------------------|
| ✓ Gowanda Elementary School | 10674 Prospect St, Gowanda |
| ✓ Franklinville Elementary School | 32 North Main St, Franklinville |

CAYUGA COUNTY:

- | | |
|-----------------------|--------------------------|
| ✓ AA Gates Elementary | 30 Maple Ave, Port Byron |
|-----------------------|--------------------------|

CHENANGO COUNTY:

- | | |
|------------------------------|--------------------------------|
| ✓ Unadilla Valley Elementary | 4238 State Route 8, New Berlin |
|------------------------------|--------------------------------|

COLUMBIA COUNTY:

- | | |
|------------------------------|------------------------------|
| ✓ Walter B Howard Elementary | 1478 Highway 20, New Lebanon |
|------------------------------|------------------------------|

DELAWARE COUNTY:

- | | |
|-------------------------------|----------------------------|
| ✓ George F Mack Middle School | 47-49 Stockton Ave, Walton |
|-------------------------------|----------------------------|

DUTCHESS COUNTY:

- | | |
|-------------------------------------|-----------------------------------|
| ✓ Beekman Elementary School | 201 Lime Ridge Road, Poughquag |
| ✓ Noxon Road Elementary School | 4 Old Noxon Road, Poughkeepsie |
| ✓ Vail Farm Elementary School | 1659 East Noxon Rd, Lagrangeville |
| ✓ Arthur S. May Elementary School | 25 Raymond Drive, Poughkeepsie |
| ✓ Overlook Elementary School | 11 Maplevue Ext, Poughkeepsie |
| ✓ Netherwood Elementary School | 648 Netherwood Road, Hyde Park |
| ✓ North Park Elementary School | 1593 Route 9G, Hyde Park |
| ✓ R.R. Smith Elementary School | 16 Smith Court, Hyde Park |
| ✓ Haviland Middle School | 23 Haviland Road, Hyde Park |
| ✓ Violet Avenue School | 191 Violet Avenue, Poughkeepsie |
| ✓ Elm Drive Elementary School | 12 Elm Drive, Millbrook |
| ✓ Seymour Smith Intermediate School | 41 Academy Street, Pine Plains |
| ✓ Gayhead Elementary School | 15 Entry Road, Hopewell Junction |
| ✓ Myers Corners Elementary School | 156 Myers Corners Rd, Wappingers |
| ✓ Fishkill Plains | 17 Lake Walton Road, Wappingers |
| ✓ Brinckerhoff Elementary | 16 Wedgewood Road, Fishkill |
| ✓ Evans Elementary School | 747 Old Route 9N, Wappingers |
| ✓ Vassar Road Elementary School | 174 Vassar Road, Wappingers |

FULTON COUNTY

- ✓ Northville Elementary School
- ✓ Edinburg Common School
- ✓ Wheelerville Elementary School

131 S Third Street, Northville
4 Johnson Road, Northville
2417 St Highway 10, Caroga Lake

GENESEE COUNTY:

- ✓ Oakfield-Alabama Elementary School
- ✓ DB Bunce Elementary School
- ✓ Elba Elementary School

7001 Lewiston Road, Oakfield
7071 York Road, Pavilion
57 South Main Street, Elba

GREENE COUNTY:

- ✓ Cairo Durham Elementary
- ✓ Catskill Elementary School

424 Main Street, Cairo
770 Embought Rd, Catskill

HERKIMER COUNTY:

- ✓ Town of Webb Elementary
- ✓ Dolgeville Elementary

3002 State Rt 28, Old Forge
38 Slawson St, Dolgeville

JEFFERSON COUNTY:

- ✓ Cape Vincent Elementary
- ✓ Lyme Elementary

410 S Esselstyne St, Cape Vincent
11868 Academy St, Chaumont

ONONDAGA COUNTY:

- ✓ Jordan Elbridge Elementary
- ✓ LeMoyne Elementary School

9N Chapel St, Jordan
1528 LeMoyne Ave, Syracuse

ORANGE COUNTY:

- ✓ East Coldenham Elementary School
- ✓ Fort Montgomery Elementary School
- ✓ Gardnertown Elementary School
- ✓ George Grant Mason Elementary School
- ✓ Highland Falls Intermediate
- ✓ Little Britain Elementary School
- ✓ Walden Elementary School
- ✓ Union Avenue Community Fitness Center

286 Route 17K, Newburgh
P.O. Box 287, Highland Falls
6 Plattekill Turnpike, Newburgh
11 Hillside Ave, Tuxedo Park
52 Mountain Avenue, Highland Falls
1160 Little Britain Rd, New Windsor
75 Orchard St, Walden
565 Union Avenue, New Windsor

ORLEANS COUNTY:

- ✓ Kendall Elementary School

1932 Kendall Road, Kendall

OTSEGO COUNTY:

- ✓ Gilbertsville Mount Upton Elementary

693 NY-51, Gilbertsville

SENECA COUNTY:

- ✓ LaFayette Intermediate School
- ✓ Elizabeth Cady Stanton Elementary School

71 Inslee Street, Waterloo
38 Garden Street, Seneca Falls

ULSTER COUNTY:

- ✓ Ernest C. Myer Elementary School
- ✓ Robert Graves Elementary School
- ✓ Woodstock Primary School
- ✓ Phoenicia Primary School
- ✓ Kerhonkson Elementary

121 Schoolhouse Lane, Hurley
345 Mountain View Ave, Port Ewen
8 West Hurley Road, Woodstock
11 School Lane, Phoenicia
30 Academy St, Kerhonkson

WESTCHESTER COUNTY:

- ✓ Hillcrest Elementary School
- ✓ Oakside Elementary School
- ✓ Woodside Elementary School
- ✓ Uriah Hill Elementary
- ✓ Cross Hill Elementary School
- ✓ Dichiario Elementary School
- ✓ Montessori 27 Elementary School
- ✓ Pulaski Elementary School
- ✓ School 21 Elementary School
- ✓ Park Early Childhood Center
- ✓ Traphagen School

4 Horton Drive, Peekskill
200 Decatur Street, Peekskill
702 Depew Street, Peekskill
980 Pemart Avenue, Peekskill
160 Bolmer Avenue, Yonkers
373 Bronxville Road, Yonkers
132 Valentine Lane, Yonkers
150 Kings Cross, Yonkers
100 Lee Avenue, Yonkers
22 Edwards Street, Ossining
72 Lexington Ave, Mt. Vernon

WASHINGTON COUNTY:

- ✓ Cambridge Elementary School
- ✓ Fort Edward Elementary School

24 South Park St, Cambridge
2020 Broadway, Fort Edward

PENNSYLVANIA PROGRAMS:**POTTER COUNTY:**

- ✓ Oswayo Valley Elementary School

277 South Oswayo St, Shinglehouse

LICENSING

The Healthy Kids Programs are Registered School-Age Program through the New York State Office of Children and Family Services and Pennsylvania Office of Child Development and Early Learning and operate in accordance with all statewide regulations. If you would like to contact New York OCFS, you may do so at (518) 473-7793 or www.ocfs.state.ny.us, and for Pennsylvania OCDEL, you may do so at (800) 692-7462 or <https://www.dhs.pa.gov> 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. These regulations can be found at:

New York:

<https://ocfs.ny.gov/main/childcare/regs/414%20SACC%20effective%206.1.15.pdf>

Pennsylvania:

<http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter3270/chap3270toc.html&d=>

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. We share your alarm at the high rates of youth obesity and believe that this program should be a part of a healthy lifestyle solution. At the Healthy Kids program we will not only help your child with daily homework but also offer regular fitness activities and outdoor sports (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.

PROGRAM RUNS 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 program does not run on scheduled no-school days, scheduled half days and school holidays. Our before school programs do not run when the School District has a delayed opening. Our after school programs do not run when the School

District cancels after school activities in its buildings. 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.

****The only exception to this is the before/after school program at Union Avenue Community Fitness Center. This program DOES run on the days that Newburgh School District has a scheduled half day OR day off from school. Please see the Site Director for more details.**

THINGS TO KNOW BEFORE STARTING THE PROGRAM

- Children eligible to participate in the Healthy Kids Before/After School program must be registered in elementary school; in full day or afternoon Pre k through the sixth grade.
- The Healthy Kids Before/After School program operates under a license from the Office of Children and Family Services in New York, and Office of Child Development and Early Learning in Pennsylvania, which oversees and regulates child care programs. Among the requirements of the license are a full background check of all staff (including fingerprinting) and a long list of regulations designed to keep your child as safe as absolutely possible.
- Before starting any program; all children are *required* to have a complete application on file including a medical history.
- Children entering the program are to be toilet trained.

FEE INFORMATION

Please see registration packets for rates. www.healthykidsprograms.com.

SAFETY REGULATIONS – PICK UP, VISITOR AND SICK RULES

- At Healthy Kids, safety is always the highest priority. The most important safety procedure we have is the sign out procedure. We only dismiss children to adults who are listed in the approved pick up section in the registration packet. If a child (ren) is leaving with an approved person, but someone other than their parent/guardian, photo identification must be presented. Even though you may think we know who you are we may ask for your id anyway. We can never be too safe.

- All visitors must sign in, state purpose of visit, time of arrival and time of departure. No visitor is allowed to be alone with a child. No visitor can take a child from the site, unless we have approval from the parent; and the visitor is on the child's application as someone who is permitted to pick the child up. Person must show identification.
- **LEGAL ISSUE:** *By law the staff of the program 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 in contact, or pick the child up from care; it is necessary to inform the program in writing. A copy of any court documents stating this information will be to be kept in a confidential file.*
- **TOILETING:** A staff member will accompany the children to the bathroom door. However, a staff member is not allowed to help the child while in the bathroom.
- Children must not attend program if they are ill with fever or have any contagious illness.
- Children must be picked up in the event of illness.

GENERAL REGULATIONS

- Appropriate attire must be worn at all times.
- Snack time will be provided for after school children, parents provide snacks.
- Please label all of your child's belongings.
- 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.
- Please note there are no refunds or credits given for day's not attended or cancelled enrollment.

TRANSPORTATION POLICY

- All Healthy Kids staff are strictly prohibited from transporting children to or from the Healthy Kids Program. In the unlikely event that a child is left behind in our care, program staff will reach out to all authorized pickups, and if there is no response, as a last resort we will call the local police department.

CREATING A WARM, SAFE, NURTURING ENVIRONMENT

At Healthy Kids we set behavior expectations so that your child can thrive, feel safe and interact positively with others. We ask all parents to 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.

BEFORE/AFTER SCHOOL CODE OF CONDUCT

- We will always place safety first, which will mean regular buddy checks, safety drills and procedures to ensure children's safety. Safety procedures priority #1.
- 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 counselor's directions, if you do not understand, ask questions!
- No throwing things, pushing, roughhousing, profanity or demeaning language.
- Always engage a counselor 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)

- | | |
|-----------------|--|
| 1 ST | A gentle reminder |
| 2 ND | 15 minutes aside directed to another activity |
| 3 RD | Loss of privileges |
| 4 TH | Call parent/guardian and leave for the day |
| 5 TH | Children may be removed from the program with no refund. |
- Healthy Kids Before/After School 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 others property
 5. Inappropriate language and/or behavior
 - 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 staff's attention for help in solving them before it escalates to violence. Any child who hits another may be expelled, WITH NO REFUND of after-school tuition.

THE BEFORE AND AFTER SCHOOL PROGRAM

DROP OFF AND PICK UP POLICIES

- Children may not arrive more than five minutes early. We are not responsible for supervision before the program starts. You are expected to pick your child up on time. If you are going to be late, 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 monthly 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 scheduled pick up time, staff will begin to make phone calls to your home or work. If we are unable to reach parents, the emergency contacts listed on your child's registration will be called. If still no contact is made, the local police will be called.
- 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. Please **do not forget** to tell us of any new names that we need to add to your child's pick up list. 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.

SUPERVISION: STAFF/CHILD RATIO

The Healthy Kids Program hires wonderful staff who come highly recommended and undergo full background checks before being allowed to be a group leader. We follow the following staffing guidelines:

Ages of children	Staff :Children Ratio
4 and Under	1 staff for 8 children
5-12 year olds	1 staff for 10 children

THE PROGRAM 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 Completion*
4:30pm-5:30pm	Active group games or outdoor activities
5:30pm-6:00pm	Craft / games/ board games
6:00pm	Dismissal

**Children who have no homework or finish early will either participate in supervised activities in the gymnasium or in the playground- weather permitting*

PROGRAM GOALS AND ACTIVITIES:

HOMEWORK COMPLETION

- *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.

SPARK ACTIVE RECREATION 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.

ARTS AND CRAFT

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

BOARD GAMES/ MANIPULATIVES

- *Goal:* Promotes 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 Lego.

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.

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

- Checking the homework each day
- 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.

For Healthy Kids, Fridays is 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.

OUTDOOR POLICY

If the weather permits we will want to take your child(ren) outside for some outdoor fun and fresh air. We think it's very important for your child, who has been sitting in class all day to have the opportunity to release their pent up energy outside and have some fun. Please make sure your child is dressed appropriately to play outside in cold weather. Please have your child either wear or bring sneakers as sandals and boots are not safe while running and playing on outside equipment.

CHILD HEALTH/MEDICAL POLICIES

The Healthy Kids programs provide care for well children and/or mildly ill children only. Our staff is trained on our health procedures and one of our staff members is CPR and First Aid certified. However, we do not have a nurse on staff. Consequently we have the following procedures in place:

- We are not allowed to give medications – including aspirin.
- If a child becomes sick while in the program we will bring them to a quiet, comfortable area so they can relax and rest. A staff person will contact the parent to pick the child up. Should we be unable to reach you, we will contact the emergency numbers on the registration form.

- To make sure we have all the information we need in the event of a medical situation, all children are required to have a medical history form before starting the program. This includes allergy information.

DAILY HEALTH CHECKS

Each day, the director or assistant will visually check each child's health status and document their findings in a logbook. The director or assistant will look for these specific conditions:

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

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

Please note:

- If your child has Head Lice he or she should remain home until the condition is clear to prevent infection throughout the program.
- Any open wounds in a child should remain covered to prevent infections or contact with blood.

HELPING TO KEEP COLDS/FLU FROM SPREADING

One of the areas we take very seriously is to reduce the risk of spreading the flu/cold to other children. Although we recognize that part of the winter landscape is that children are susceptible to catching a cold or the flu, we have two policies that reduce the risk of one child's illness spreading to another.

EXCLUSION POLICY – WHEN TO KEEP YOUR CHILD HOME

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)
- Behavior indicating pain or distress.

INFECTION CONTROL PROCEDURE

All staff will follow proper hand washing techniques. Using soap and warm running water, wash hands rubbing vigorously and rinsing. Dry hands with clean paper towels. Universal precautions will be enforced. Gloves will always be used whenever a staff member comes in contact with blood or other body fluids. The staff will remove gloves using proper techniques to prevent contamination. All gloves and masks will be kept in first aid kits. All contaminated areas will be sanitized and cleaned.

Contaminated clothing will be securely tied in a plastic bag and given to the parent.

All indoor and outdoor rooms used by the program should be kept clean at all times. Toys and items are sanitized frequently with a bleach solution (1 tbs. of bleach to ¾'s cup of water). This should be done before or after hours. Tables used at snack time should be disinfected daily.

EMERGENCIES AND SPECIAL SITUATION INFORMATION

FIRE SAFETY

Each month both the AM and PM programs will run fire drills so that children will know what to do in the event of a fire and learn the routine of where to go and what to do. Fire drills will be practiced throughout the year and recorded in a logbook by the Director or Assistant. Fire alarms are located near all exits in the building. In the event of a fire, the director or assistant will be activating the fire alarm system, notify 911 and follow our emergency action plan.

EVACUATION

We will regularly practice building evacuation so that in the event of a fire or other disaster the children will practice leaving through the nearest exit, meeting in the front of the building and how to stay calm and together. Staff will take a headcount and make sure all children are accounted for. The Director or Assistant will have a pre-packed emergency bag which will have the master attendance list and emergency information cards and will call parents on their personal cell phone. Each site has two designated evacuation areas.

CHILD ABUSE POLICY

New York and Pennsylvania 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; the parent will be questioned and 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. The Director will also inform the Child Care Council after contacting DSS. The contact number for the New York Child Abuse and Neglect hotline is 1-800-342-3720, the contact number for the Pennsylvania Child Abuse and Neglect hotline is 1-800-932-0313.

EMERGENCY CARE PROCEDURES

In cases where immediate medical treatment is necessary; a staff member will call 911 and request emergency assistance. If necessary, the child will be transported to the nearest emergency center by the dispatched ambulance. As long as the child staff ratio is not affected, the Director will accompany the child to the emergency center, and stay with the child until a parent arrives. (The assistant will remain with the group) If the ratio does not allow, the child will be sent with the ambulance personnel. Parents will be contacted immediately. If a parent is unable to be contacted, the emergency contacts will be called. A staff member will complete an incident report stating the details of the situation within 24 hours. If a less serious incident occurs, a staff member with First Aid training will administer care. The parent will be notified upon pick up.

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.

STAFF SELECTION AND REFERENCE VERIFICATION

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

HEALTHY KIDS STAFF – THE KEY TO PROGRAM EXCELLENCE

The staff is the heart of the program and our programs always have top notch staff.

You'll find each Healthy Kids staff person is

- Warm, friendly and has a positive, upbeat personality
- Loves children and wants to work with children
- Professional Attitude. Healthy Kids expect that all program staff will have a friendly, positive, upbeat, cooperative and achievement oriented attitude. Each and every interaction with others must be professional, respectful and appropriate to a work environment. Staff needs to understand and respect the differences between a work environment and no work environment.
- Dress/Personal Appearance. Healthy Kids programs expect that all employees dress in an appropriate manner, according to their job function. Employees are expected to appear neat, clean, well groomed at all times and in clothing that is clean, without holes and similar to other school professional staff.
- Punctuality and Attendance. Healthy Kids requires punctuality and regular attendance of all employees.

MAINTAINING HIGH QUALITY - "HEALTHY KIDS JOB EVALUATION POLICY"

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.

MAKING SURE OUR STAFF ARE AT 100% - 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.

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. The training will consist of

- 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.

DISCHARGE FROM PROGRAM

Your child may be discharged from the program for:

- Neglecting to follow the policies of the Healthy Kids Program/state regulations
- A problem continuing that negatively affects other children. This may include: hitting, inappropriate behavior, bullying, or being unsafe.
- 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.

WITHDRAWAL FROM PROGRAM

Parents/Guardians may withdraw their child(ren) from our program at any time with written notice.

THE HEALTHY KIDS TEAM

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

The Health Kids Before and After School Program Chain of Command

Executive Director

Regional Administrator

Multi Site Director

Site Director

Site Leader

Child Care Assistants

Parent Agreement

I have read all program policies and initial each page and I agree to abide by the rules and regulations of the “Healthy Kids” Before and After school program. I agree to pay all fees on time. I give consent for my child/children to participate in all program activities. I am aware that three late pick-ups, arrivals or late payments will result in dismissal from the program.

Children's/Childs Name _____

Parents Name (printed) _____

Parents Signiture _____

Date _____