

Healthy Kids Programs Summer Camp 2024 Parent Guide

We are so grateful you have chosen Healthy Kids Programs 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

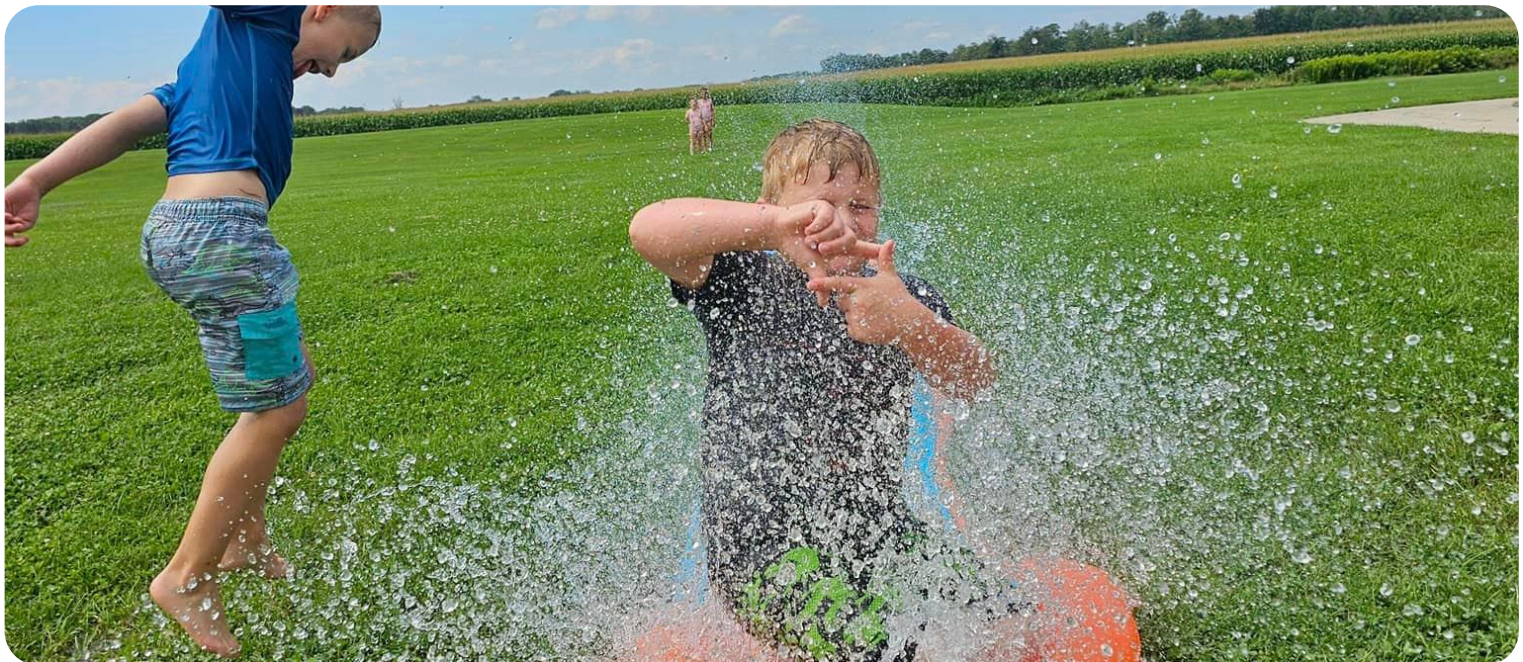


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Mission & Vision

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

Our Mission

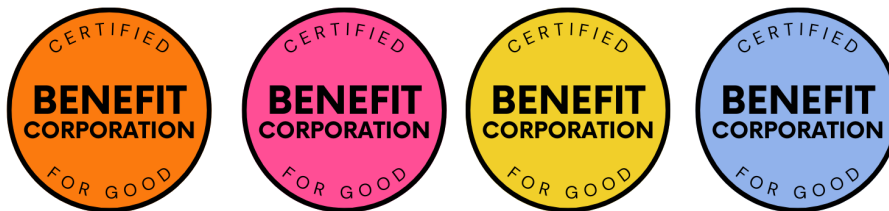
Our programs transcend individual families, as we create a positive and lasting impact on children, families, dedicated staff, and the broader community. Through innovative programs and collaborative partnerships, we are building a place where every child thrives, families flourish, our dedicated staff 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 the New Jersey Department of Children and Families and operates in accordance with all statewide regulations.

Registration & Communication

Registration

Before your child can attend our program, a completed registration must be submitted. Online registration 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. Your child cannot attend until all paperwork is complete.

If your child is 6 years or under, a completed Universal Health Care Record will be required to be submitted before we are able to confirm enrollment.

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 teachers to send you updates and pictures, staff to sign children in and out of our program each day 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 6 and our staff contacts are also on our website. You may also call our general line at 845-568-6100 to hear a full list of extensions for our directors.

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 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 in Brightwheel 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 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.

New Jersey Policy on Released Children

All persons picking up a child must enter the program site and provide proof of their identity; the care provider will then check the participant's Authorized Release Form/ Brightwheel to determine whether the person is permitted to pick up the child. *The child can only be released to a person authorized by a parent or guardian through Brightwheel.*

If a particular non-custodial parent has been denied access, or granted limited access, to the child by court order, the parent must provide this documentation. Healthy Kids will comply with the order and maintain a copy in the program and the office.

If an authorized person, including a parent or guardian who comes to pick up a child, appears to be impaired in such a way that would threaten the health or safety of the child Healthy Kids staff will contact another person designated on the Authorized Release Form/ Brightwheel to pick up the child, and will not release the child to the individual who is impaired.

If a parent or guardian is unable to pick up a child from the program, he or she must notify the program by 3:45 p.m. on that day of the alternative arrangements for pick-up. If an emergency occurs after 4:00 p.m., it may be necessary for the parent or guardian to make arrangements with a person on their emergency list. Parents/guardians may also update Authorized Release information on Brightwheel prior to pick-up time.

If a parent or guardian, or another authorized person, has not arrived by 5:00 p.m., Healthy Kids staff will call the parent and then the emergency contacts designated on the participant's Authorized Release Form/ Brightwheel, in order to find an authorized person to pick up. The child will remain under the supervision of the Healthy Kids Staff at all times.

If the child has not been picked up by 6:00 p.m., Healthy Kids will call the 24-hour State Central Registry Hotline at 1-877-NJ ABUSE (1-877-652-2873) to seek assistance in caring for the child.

No child will be released from the program unsupervised except upon written instruction from the parent and approval by the Regional Director.

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
Site Director/Head Teacher
Group Teacher
Child Care Assistants

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

WINDELL SPAULDING

Executive Director of Programming for New Jersey
windell@healthykidsprograms.com

GEORGE SORIANO

Senior Regional Director
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Our Staff

Supervision: Staff/Child Ratio

The New Jersey staffing guidelines are as follows:

Ages of children	Staff : Children Ratio
4 year olds	1 staff for 12 children
5-12 year olds	1 staff for 15 children

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 the Healthy Kids Before and After School program will conduct evaluations for the Head of the 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 the 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.

Health & Wellness

Sick Policy & Policy on the Management of Communicable Diseases

The health and safety of children attending Healthy Kids programs is the number 1 priority of our organization. Healthy Kids will abide by all state regulations summarized below.

- Medication: Medication administration will only be made for children with special needs if failure to take the medication would jeopardize the child's health or prevent the child from attending childcare. Ex: inhalers and Epi-Pens. If your child fits into this category, there are additional procedures to be completed prior to enrollment. These procedures and forms can be obtained by calling Healthy Kids Registration Department. *Please note: We do not have access to medications given to the school nurse.*
- No child who has displayed illness during the school day or at the time of program opening will be admitted to the program.

Health practices include:

- Exclusion of children and staff with infectious diseases until the contagion is no longer present.
- Frequent hand washing by staff and children.
- Appropriate handling of foods.

If a child exhibits any of the following symptoms, the child cannot attend the program. If such symptoms occur while attending the program, the child will be removed from the group, made comfortable and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the program unless contraindicated Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to the program without a health care provider's note stating that the child presents no risk to himself/herself or others.

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

Respiratory Illnesses

Chicken Pox*	Mumps*
German Measles*	Strep Throat
Hemophilus Influenza*	Tuberculosis*
Measles*	Whooping Cough*
Meningococcus*	

Gastrointestinal Illnesses

Campylobacter*	Hepatitis A*
Escherichia coli*	Shingles
Hemophilus Influenza*	Salmonella*
Giardia Lamblia*	

Contact Illnesses

Impetigo
Lice
Scabies
Shingles

*REPORTABLE DISEASES THAT WILL BE REPORTED TO THE HEALTH DEPARTMENT BY Healthy Kids

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 the 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.



mabel's labels

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

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

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

Field Trips

Certain locations may have a field trip planned on certain weeks. More information will be provided by your location's director including dates and locations, what to expect and what to pack.

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 15 minutes aside from group activity

3rd Loss of privileges

4th Call parent/guardian and leave for the day

5th 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 they escalate 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.

Registration Fee: A non-refundable registration fee (if applicable) will be due at the time of your enrollment. The registration fee is per child with a max of two children.

Tuition and Charges: Parents agree to pay the full amount for tuition and fees. **Tuition will be due in full by June 1st, 2024.** If registering after June 1st, tuition will be due in full at the time of enrollment confirmation.

If you would like to pay your balance in full by May 15th, you will receive a 10% discount. Please reach out to the registration team at njregistration@healthykidsprograms.com before May 15th 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.**

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 1st 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.