

PHILLY KIDZ INITIATIVE
**PARENTAL
GUIDE**

MARK INGERMAN

215-378-9700

PHILLYKIDZINITIATIVE@GMAIL.COM

UPDATED MAY 15TH, 2020

PARENTAL GUIDE

DO NOT DISCARD THIS INFORMATION

Dear Families

Welcome to the Philly KIDZ Initiative!

We would like to take this opportunity to welcome you and your children to the Philly KiDZ Initiative. A unique, complete after school achievement and Summer Camp program that provides an enhanced, combined curriculum of Academics, Performing and Visual Arts, as well as Sports. We pride ourselves on utilizing educators approved and employed by the Philadelphia School District. Our mission is to establish participating schools as Community Centers of Learning and Discovery, by setting a high standard of quality afterschool programs in a safe and fun environment.

Who We Are

The Northeast Conservatory of Performing Arts Philly KiDZ Initiative After School Program is a Philadelphia based non-profit 501(c)(3) organization that represents a community push towards integrated Academic, Athletic and Performing Arts Education. Our address is 2000 Bowler Street, Philadelphia PA 19115.

We are an ALL INCLUSIVE S.T.E.A.M Out-Of-School-Time and Summer Camp Program that operates within the participating school buildings of the Philadelphia School District. Our goal is to expand after school time and programming opportunities for all children, to support their learning and development throughout their Academic career. Our Programs include structured, educational age appropriate activities supervised by School District Teachers and Aides.

We abide by all Philadelphia School District Policies and Regulations mandated by the Office of Child Development and Early Learning. As a provider of Child Care Services, we are Licensed and Regulated by the PA State Southeast DHS (located at 801 Market Street, 6th floor, Philadelphia PA 19107) #215-560-2249.

THIS PROGRAM IS SUPPORTED BY THE COMMUNITY IT SERVES AND BEARS NO REFLECTION ON THE PHILADELPHIA SCHOOL DISTRICT

We are an ELRC/CCIS approved provider #4113889905

Please contact our Director, Mark Ingerman @ 215-378-9700 for more information.

- To meet the physical, intellectual, emotional, and social needs of children enrolled at this school, our programs will provide your children with:
- Fun, academically oriented enrichment programs that help promote confidence, self-esteem, and responsibility
- Provide children a safe and secure environment staffed by nurturing, caring teachers of the Philadelphia School District
- Provide a relaxed atmosphere where children can socialize and make new friends
- Provide a “Twilight Meal”
- Provide “Homework Assistance” by utilizing Philadelphia School District staff
- Philly KiDZ will conduct S.T.E.A.M Programming for all children attending Philadelphia Schools.

At Philly KiDZ Initiative, we believe that during the hours of after school, when children are away from home, they should be engaged in quality supervised programs that stimulate new interests, encourage creativity, develop talents and build self-confidence, while providing their parents with “peace of mind” at an affordable price.

This Parent’s Handbook outlines what you may expect from the Philly KiDZ Initiative Program and outlines our policies and procedures. We hope it will prove helpful to you in understanding our role in your child’s day as an afterschool activities provider.

All children attending this school are eligible to enroll in the Philly KiDZ Initiative. Registration forms are available in the School Office and online at

<http://www.phillykidzinitiative.com>.

For assistance, please call

Alla Sherman @ 267.808.8518

or

Mark Ingerman @ 215-378-9700

NON-DISCRIMINATORY POLICY

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, military status, ancestry, national origin (including limited English proficiency), age, or sex.

Program Services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision and allowance of use of aides. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/student/participant (and/or their guardian) who believes they may have been discriminated against, may file a complaint of discrimination with:

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health and Welfare Building
625 Forster Street
Harrisburg, PA 17120

PA Human Relations Commission
110 North 8th Street
Suite 501
Philadelphia, PA 19107

U.S. Department of health and Human Services
Office of Civil Rights
Suite 372, Public ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111

Commonwealth of Pennsylvania
DPW/Bureau of Equal Opportunity
Southeast Regional Office
801 Market Street, Suite 5034
Philadelphia, PA 19107

IMPORTANT INFORMATION

Payment Schedule Information

ALL PAYMENTS MUST BE RENDERED IN THE FORM OF CASH, CHECK, MONEY ORDER INSIDE AN ENVELOPE WITH THE CHILD'S NAME ON IT, OR AN ON-LINE CREDIT CARD PAYMENT AT WWW.PHILLYKIDZINITIATIVE.COM/PAY-ON-LINE. ALL PERSONAL CHECKS DEPOSITED THAT COME BACK WITH INSUFFICIENT FUNDS WILL BE ASSESSED A \$30 CHARGEBACK FEE. IF THIS SHOULD OCCUR, THE PAYMENTS WILL REVERT TO MONEY ORDERS OR CREDIT CARD PAYMENT ONLY. PLEASE REFER TO THE MONTHLY PAYMENT SCHEDULE PROVIDED IN THIS HANDBOOK, AND ONLINE AT WWW.PHILLYKIDZINITIATIVE.COM

Payments are due monthly and must be rendered before the 1st of every month.

LATE PAYMENTS ARE NOT ACCEPTED

If paying in person, payments must be provided to the designated on-site after school coordinator.

All Money Orders and/or Personal Checks must be made out to Philly KiDZ Initiative.

If you neglect to forward payment by the due date, we reserve the right to dismiss your child from the program. If this happens, you will need to re-register your child for the next attendance month, provided there is space available.

No child may attend the program if payment has not been made for the upcoming attendance period.

Children are required to be enrolled for a full month.

Children enrolled in the program that are not in attendance and miss days during the month due to illness or other reasons, the Parent(s)/Guardian(s) must still pay for the entire month.

THERE ARE ABSOLUTELY NO REFUNDS FOR MISSED ATTENDANCE DAYS, EMERGENCY SCHOOL CLOSING, OR IF YOUR CHILD IS DISMISSED DUE TO A DISCIPLINARY ACTION.

“COVID” INVOLVEMENT POLICY

Dear Parents and Families,

Given the COVID-19 (Coronavirus) crisis that is spreading through our country, I want to assure you that we are monitoring the situation closely. Based on information we have at this time through our communications with the Philadelphia School District OST Office, we will be returning back to full operations at all the schools effective August 31st, 2020, the first day the children return to school.

Upon our resuming After School and AM Services, we will be taking extra precautions to ward off Coronavirus. We are taking these extra steps to support the health and safety of your children, your family and our staff.

Please take note of the following changes to our policies and procedures:

Continued Vigilance in After School/AM Care

- During AM Care, children will be greeted at the door. **Parents and other family members WILL NOT BE ALLOWED TO ENTER the AM Care program** with their child. Prior to parents leaving the site, a trained staff member will take the temperature. If the child is exhibiting a temperature of <100.4 , they will not be allowed into the program. The following questionnaire will need to be filled out by the parents, prior to dropping off their children on the first day.
 - Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 - Do you or anyone in your household have a fever, cough and/or shortness of breath?
 - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
- Children will be required to wash their hands immediately upon entering the Philly KiDZ program and every time they use a bathroom throughout the day. When children arrive at the After School program, pending school dismissal, they will be escorted into the nearest bathroom where they will wash their hands, prior to being escorted to the cafeteria/classroom.
- Upon your arrival to pick up your child, a staff member will bring your child out to you. Doing so will limit direct contact and help us to maintain social distancing.

Healthy Environment

- We will separate children into smaller groups that fall within state or local guidelines.
- We will not share equipment and will clean equipment between uses.
- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, etc.

- **TOYS WILL NOT BE SHARED**, we urge you to speak to your child and make sure they understand that their toys stay in the backpack at After School.
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children's hands a minimum of hourly (noted by the CDC as the most effective preventive measure).
- No program tours will be given until further notice to reduce the number of visitors in the building.

Meal Preparation & Service

- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA- approved products. We will work diligently with the Philadelphia School District Maintenance Department to adhere and maintain the utmost highest standards inside the buildings.
- All staff will wash hands before and after meal preparation and feeding.
- Each child's meal will be plated and served by staff, instead of served family-style.

Child Health

- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Children who start to experience symptoms of respiratory illness, including a fever of >100.4 while at Philly KiDZ care, will be isolated from other children until they can be picked up.
- Until further notice, all program field trips will be suspended.

Staff Health & Wellness

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phone, devices or meal or utensils with one another or children.
- Staff will check their temperature at the beginning of each shift and notify their supervisor if >100.4 as well as self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

Tuition

- No unpaid vacation weeks will be allowed to be used by families during this time period.
- As long as we are open and your child is in attendance, tuition will be due in full. This includes if we are only open for a portion of a week and need to close for the remainder of the week.
- If you are able to work from home and choose to keep your children at home, you will be required to pay ALL of your tuition to retain your spot.
- If you are laid off or are part of a reduction in staffing and choose to keep your child at home, you will be required to pay ALL of your monthly tuition. We WILL NOT require proof of reduction from your employer.
- If you choose to pull your child out and not pay, there is no guaranteed spot upon a request to return.
- At this time, if the state forces a closure for an extended period of time, tuition will still be due to retain a spot for your child.

Communication

- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify key family contact by email.
- You may follow our FACEBOOK page for late-breaking program updates.

Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption while at the same time keeping you, your family and our staff healthy and well. Please, feel free to reach out to us via email with any questions you may have at phillykidzinitiative@gmail.com

Mark Ingerman @ 215-378-9700

Attendance Procedures

Attendance is taken daily of all children enrolled in the program. Parent(s)/Guardian(s) are responsible for notifying the Director of Programming Alla Sherman at 267.808.8518 if their child will be absent from the program on any given day.

If a child is registered to attend the after school program and does not report to the program and is not on the official school absentee or early release list/sign-out sheet, the Parent(s)/Guardian(s) or emergency contact(s) will be notified to verify the child's absence. This helps ensure the safety of all the children attending the program.

Sign Out Procedures

Your child must be signed out each day, at pick up time. Only persons authorized in writing by the Parent(s)/Guardian(s) may collect the child from the program at the end of the day. We will require a photo I.D. for our records. Just another step towards the more stringent observance of child safety. The children will not be released to unauthorized persons without photo I.D. In case there is no photo I.D., we will require a written notice with the Parent(s)/Guardian(s) signature and a stated reason why you would not be able to collect your child that day.

Should an unauthorized individual come to collect your child, we will contact you by phone immediately to verify.

This policy and procedures will be reviewed and amended as needed at Philly KiDZ Initiative Board and Staff/Parent/Guardian meetings

Late Pick Up Policy

Philly KiDZ Initiative ends promptly at 6:00PM each evening. All Parent(s)/Guardian(s) are expected to collect their children on time. If you are unable to do so, it is your responsibility to notify Alla Sherman, the Director of Programming at 267.808.8518, that you will be late and are sending an alternative person to collect the child. If the alternate person is not on the authorized pick up list, we will ask them for their picture I.D. information in order to validate your permission, as well as gather the I.D. for our records. We will also notify the Parent(s)/Guardian(s) to validate the person's identity that is picking up the child.

If the child is not picked up by 6:00 PM, we will attempt to contact the Parent(s)/Guardian(s) and emergency contact(s) by telephone. If a child remains at the school after closing of the program for in excess of 30 minutes, without notification from, or any communication with the Parent(s)/Guardian(s) or emergency contact(s), the local police department will be contacted, and the child will be turned over into custody of the appropriate law enforcement official.

A \$1 late charge will be added for every 1 minute after the closing of the program, if the parent/guardian is late in picking up their child. This late pick-up fee will have to be paid at the time of collecting your child/children, that same day, to the on-site coordinator. With any questions about this procedure, please contact Alla Sherman at (267) 808-8518.

Three late pick-ups will result in the dismissal of your child from the program.

Health/Safety/Medications

Every School participating in the Philly KiDZ Initiative will have multiple first aid kits and access to an IED machine. The on-site Director of the program will notify the Parent(s)/Guardian(s) of any evidence of illness or injury. A written record will be kept, including pictures and statements of all injuries and accidents requiring first aid. A copy of the accident report will be sent home with the child, and a copy will be kept on file.

In case of emergency, illness, or injury to a child, the Parent(s)/Guardian(s) will be notified immediately. If the Parent(s)/Guardian(s) cannot be reached immediately, the emergency number(s) on the registration form will be contacted.

The health of every child is important. In order to make sure that the proper measures are in place to protect all children enrolled in Philly KiDZ Initiative, we have adopted the National Health and Safety Standards, recommended by the American Pediatrics Association. This can be found on our website, under the PARENT tab. All Care Plans will need to be filled out by the child's pediatrician and a copy will be kept in the child's file, at the Philly KiDZ Initiative location. With the written permission of the Parent(s)/Guardian(s), Philly KiDZ Initiative will be able to share this information with school medical, emotional support and administrative staff.

Emergency Hospitalization

In the event warranting immediate medical attention found to be life threatening, 911 will be called and all proper emergency protocols will be followed to ensure the safety of the injured child. The Parent(s)/Guardian(s) and emergency contact(s) will be notified immediately. If the child needs to be hospitalized, an ambulance will be called and the Director on site will escort the child inside the ambulance, to the nearby Hospital. The Director will keep constant contact by cell phone with the Parent/Guardian appraising them of the situation. The Director will also be responsible for supplying the First Responder team with all medical information pertaining to the child. Reunification of the Parent/Guardian and the injured child will take place at the Hospital. At this point, the Director will fill out all the necessary paperwork pertaining to the injury and provide the Parent/Guardian with a copy of the Incident Report. Another copy of the Incident Report will be filed with the DHS office within the 24-hour period.

If your child must take medications of any kind, you must notify us and complete a Medical Authorization Form. Over the counter medications will not be dispensed without a Parent(s)/Guardian(s) written authorization. All medications must be dropped off with the school nurse along with the completed Medication Form Authorization Log. Children are not permitted to have medication in their possession to take on their own. Medications will never be given to a child by a staff member without written authorization. No medication will be dispensed unless it is in its original container.

Daily Activities and Menu

A monthly schedule of all Daily Activities and Menu, is posted on our website at www.phillykidzinitiative.com and will be provided to all parents/guardians enrolled in the program.

Discipline

The teaching staff at Philly KiDZ Initiative are trained educators from the Philadelphia School District and, as such, they undergo extensive training in child behavior techniques that include positive reinforcement, redirection, conflict resolution and rewards. The educators will follow and implement a multi-step plan to address the needs of children displaying behavioral challenges.

Our Plan is to implement a Multi-Tier System of Support for each individual child which includes emotional support and instruction on conflict resolution in a productive manner befitting the Philadelphia School District Student Code of Conduct.

We support and follow the Student Rights Policies that are implemented by the Philadelphia School District. A copy of the PSD Student Code of Conduct could be downloaded at this link

<https://www.philasd.org/studentrights/wp-content/uploads/sites/67/2019/08/19-20-Code-of-Conduct.pdf>

and must be adhered to by the Parents/Guardians. A Parent's Guide to Disciplinary Actions is included in your Enrollment Packet.

A child with a consistent behavior problem will require intervention. Philly KiDZ Initiative will be in communication with the Parent/Guardian, School Counselors and Emotional and Behavioral Support team, in order to make sure the child's needs are being properly assessed and to put forth a plan of action that can be followed by the family of the child, under the strict supervision of all parties involved.

A child who is not responding to his or her teacher, or who exhibits repeated extreme verbal or physically abusive and dangerous behavior, will be dismissed permanently from the program. No refunds will be issued for the remainder of the unattended time.

Roles and Responsibilities of Parent(s)/Guardian(s)

Parent(s)/Guardian(s) are responsible for the following:

- Picking up the child on time after the program is over. Should the child remain at the program site up to 30 minutes late, without notification or contact from Parent(s)/Guardian(s), the onsite management will have no choice but to call the appropriate law enforcement agency.
- Must fill out all appropriate paperwork at Registration time
- Must provide all working phone numbers, emails and contact information
- Must provide a current, correct residential and occupational address for self and everyone on the Emergency Contact Form
- Must provide timely, complete monthly payment (AM/OST) for attending the Philly KiDZ Initiative Program
- Must comply with the Philadelphia School District Student Code of Conduct Rules and Regulation
- Must notify Mark Ingerman at 215-378-9700 or, the Philly KiDZ Initiative on site management if:
- There are changes to any information on the registration form. (Telephone numbers, Address, Pick up information)
- The child attended school but will not be attending the after-school program that given day.
- There are changes in the daily pick up time, or the person responsible for picking up the child.
- Their child is being withdrawn from the after-school program.
- Their child's participation in a certain activity is prohibited or limited by any medical reasons.
- Their child is on any medication(s), which must be dispensed while the child is attending the after-school program, or if the child has any allergies.

A student may be dismissed from the Philly KiDZ Initiative after school program should the Parent(s)/Guardian(s) consistently neglect any of their responsibilities outlined in this Parental Guide.

School Holidays

Philly KiDZ Initiative is CLOSED on All major holidays and abides the closings reflected in the Philadelphia School District Calendar. A copy of the Calendar will be available yearly. You may also find it on the Philadelphia School District will post it on their web site at <https://www.philasd.org/calendar/>

Special Needs Students

Special Needs Students are encouraged to participate in Philly KiDZ Initiative after school program. To ensure that there is adequate supervision for all children, the following enrollment procedure will be followed.

The Parent(s)/Guardian(s) must contact Mark Ingerman @ 215-378-9700 to set up a pre-enrollment conference. The purpose of this meeting is to determine proper staffing, special training, and all financial questions that will need to be addressed.

With the written permission of the Parent(s)/Guardian(s), Mark Ingerman, in turn, will reach out to the Special Education Teacher, School Counselor, and Principal of the school to schedule this meeting.

Prior to this meeting, the Parent(s)/Guardian(s) must sign a Release of Medical Information waiver for the Philly KiDZ Initiative staff to be allowed to communicate with the pediatrician filling out the Care Plan for the child. The Care Plan is included in the Registration Packet or, can be printed from the Philly KiDZ Initiative website under the PARENTS tab.

Children with IEP, or a 504 Plan from the school, who require a TSS or a 1-on-1 during the academic day (hours of 9:00 am – 2:45 pm), must have the same accommodation during the OST hours, until such time as they are picked up by Parent(s)/Guardian(s) from the Philly KiDZ program. It is the responsibility of the parent(s)/Guardian(s) to arrange such accommodations during After School hours.

Transitioning to Higher Grades

Philly KiDZ Initiative is a partner in education inside the School District of Philadelphia and it is our job to make sure that the after school transitions are relaxed and easier for all children, during the OST hours that your children spend with us.

In order to implement that policy Philly KiDZ Staff has reviewed and agreed to the following steps:

1. Talk to the parents and guardians of the children that start after school with us, in order to become familiar with their needs.
2. Allow all children to have the opportunity to spend time with the environment and with their after school teacher where possible before starting in the new setting.
3. Support children through the transitions. This is also to support staff and parents in getting to know each other as well as children, keeping lines of communication open.
4. Ensure all parents know who their child's caregivers are and provide confidentiality and sensitivity, where parents can discuss any concerns.
5. Provide contact through verbal and written exchanges, as well as the acknowledgement that parents can call the Administration and the school to contact the Director and Primary Caregiver/ Teacher.
6. Inform parents when children are ready for their transition to another classroom and provide the new teacher with information to support the child, alongside with parents, in as smooth a transition as possible
7. Have parents complete a one page profile to assist teachers in providing a smooth transition.
8. To provide ongoing communications throughout the transition period among staff and parents. Communication is an essential means to aid a smooth transition for each and every child.

This policy will be reviewed annually and if necessary, be amended during Philly KiDZ Initiative Board and Staff meetings.

Additional Information

All personal belongings, including jackets, lunch boxes, backpacks, etc. should be clearly marked and labeled to help avoid loss. Please note that children are not allowed to bring in any personal electronic devices such as, I Pads, I Pods, Game Boys, DSI's, trading cards, etc. that they are not allowed to bring during school day. Philly KiDZ Initiative will not be held responsible for any personal items lost, damaged or stolen during the after-school program.

Notification of Changes

It is extremely important that you notify the on-site Director immediately of any changes to your home address, employment, phone numbers, or pick up procedures.

Income Tax Information

Tax statements indicating the payments made to Philly Kidz Initiative will be prepared upon request. They may be requested from the onsite director, or by calling the Director of Programming Alla Sherman at 267. 808.8518. Please allow two weeks for processing, especially during tax season. Please note that it is the sole responsibility of Parent(s)/Guardian(s) to retain all receipts.

Grievance Procedures

Philly Kidz Initiative takes seriously all concerns expressed by Parents/Guardians. Should an individual have a grievance or any questions regarding policies and procedures, we urge you to contact us immediately so we can address:

Any concerns you may have with the Philly KiDZ Initiative should be brought to the on-site manager at your school and the administration via email at phillykidzinitiative@gmail.com

If, after discussing the matter with the on-site manager, you are still not satisfied with their decision, and would like a face-to-face meeting, please contact Alla Sherman @ 267. 808.8518 or, Mark Ingerman @ 215-378-9700. We will accommodate your wish to meet any time during after school hours.

We will take all necessary steps in order to ensure that the lines of communication between Philly KiDZ Initiative Programs and the Parent(s)/Guardian(s) stays open and productive in order to serve all the needs of the child properly.

COMMUNICATIONS WITH PARENTS/GUARDIANS

To the Parent (s)/Guardian (s) of _____

This letter is to assure you of our concern for the safety and welfare of children attending ***PHILLY KIDZ INITIATIVE***. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- ***Immediate evacuation:*** In case an evacuation is necessary, the students will be evacuated to a safe area in the back of the school, by the playground. In case of inclement weather, we will relocate all the students to a designated location.
All parents will be notified via telephone, text message, and emergency email.
- ***In-place sheltering:*** Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response. In that case, we will be taking shelter inside the school in one of these three areas: **GYM, CAFETERIA, OR COMPUTER LAB**
- ***Evacuation:*** Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility. We currently have 2 available, they are:

LOCATIONS WILL BE POSTED FOR EACH SCHOOL INDIVIDUALLY

If it ever becomes necessary for us to relocate the program, we will post the location on the front door of the school

If you're not sure how to get there, please ask for directions before there is an emergency or consult GOOGLE Maps for directions

- ***Modified Operation:*** May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.

Please listen to ***KYW 1060 AM, School Emergency Calls, and Messages from the Emergency Broadcasting System*** for announcements relating to any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

We will be getting in touch with all parents and guardians via:

Text, email, and phone calls

The form designating the adults allowed to pick up your child is included in the packet and will need to be filled out and returned to Philly KiDZ Initiative Staff within

48 hours after enrollment.

This form will be used every emergency situation when your child is released. Please ensure that only those adults that are listed on the form attempt to pick up your child.

If we are not able to verify the person or, if they are not on the emergency contact list, we will not be dismissing your child to them.

I realize that emergency circumstances may require changes to your plans but I urge you to **NOT ATTEMPT** to make different arrangements if at all possible.

This will only add to the confusion and stress of an already tense evacuation or emergency, and will divert the attention of the staff away from their appropriate functions of taking care of your children's safety.

If you have any questions regarding our procedures and/or wish to discuss any procedure at Philly KiDZ Initiative,

please contact Mark Ingerman @ 215-378-9700

EMERGENCY NOTIFICATION PROCEDURE

All Parents/Guardians will be notified in any event of emergency through the following means:

- 1) Telephone/Text**
- 2) Website/Email**
- 3) School Notification All Call**

These will also serve as the contact methods to notify all Parents/Guardians of the end of the emergency, and how they can be safely reunited with their children

In the event that all communications are disrupted, please check with the

RED CROSS

2221 chestnut Street
Philadelphia PA 19103
215-299-4000

PA STATE POLICE

3501 Neshaminy Blvd
Bensalem PA 19120
215-942-3900

The form designating the persons to pick up your children is included with this letter for you to complete and return to "Philly KiDZ Initiative" no later than 48 hours after enrollment. This form will be used every time your child is released. Please ensure that only those persons indicated on the form attempt to pick up your child.

I realize that emergency circumstances may require changes to your routines but, I urge you to NOT ATTEMPT to make different arrangements, if at all possible. This will only add to the confusion and divert staff from properly carrying out their duties in reuniting you with their children. In order to assure safety for our staff and your children, I ask for your understanding and cooperation. Should you have any questions or concerns please contact:

Mark Ingerman @ 215-378-9700

or

Alla Sherman @ 267-808-8518

EMERGENCY EVACUATION PROCEDURE

Students are evacuated to a safe area away from the grounds of the facility in the event of a fire, etc. In case of inclement weather, we may then proceed indoors to a designated facility.

FACILITY "A" WILL BE POSTED

Or

FACILITY "B" WILL BE POSTED

If it ever becomes necessary to relocate, a sign will be posted on the door notifying you of which relocation facility the program is at.

IN PLACE SHELTERING:

Sudden occurrences, weather or hazardous materials related, may indicate that taking cover inside the building is the best immediate response. In this case, all attending children and staff will take shelter at any of these locations inside the building:

- GYM
- CAFETERIA
- COMPUTER LAB
- CLASSROOMS

You may receive notifications that include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of winter storm or building problems (utility disruptions) that make it unsafe for children but may be necessary in a variety of situations. We ask you do the following:

1. Please listen to KYW-1060 AM for School Closing and emergencies
2. Follow our text notifications and School All Call notifications
3. Follow our email directives

**For any questions regarding these policies, please contact
Mark Ingerman @ 215-378-9700**

CHILD PICK-UP AUTHORIZATION

I, _____, authorize ***PHILLY KIDZ INITIATIVE*** to release my child(ren) to the person(s) designated. This is in consonance with the ***PHILLY KIDZ INITIATIVE AFTER SCHOOL PROGRAM EMERGENCY PLAN***

<u>Child's Name</u>	<u>Designated Custodian (s), Name, & Relationship</u>
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Your Signature	Relationship	Date
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Print Name

Address

Address

(Home Phone) _____ (Work) _____ (Cell) _____

NOTE: Parents and guardians should designate themselves as designated custodians. Friends, neighbors and other relatives may also be designated.

PLEASE PRINT CLEARLY.

PHILLY KIDZ INITIATIVE RELEASE OF LIABILITY

READ CAREFULLY - THIS AFFECTS YOUR LEGAL RIGHTS

In exchange for participation in any form of Physical Activity including, but not limited to Zumba Dance Lessons/Hip Hop Dance Lessons/General Sports Activities organized by Northeast Conservatory of Performing Arts ("Philly KiDZ Initiative"), of 2000 Bowler Street, Philadelphia PA 19115, and/or use of the property, facilities and services of Philly KiDZ Initiative After School Program operated by Northeast Conservatory, I agree for myself and for the members of my family, to the following:

1. I agree to observe and obey all posted rules and warnings, and further agree to follow any oral instructions or directions given by Philly KiDZ Initiative, or the employees, representatives or agents of Philly KiDZ Initiative.
2. I recognize that there are certain inherent risks associated with the above described activity and I assume full responsibility for personal injury to myself and (if applicable) my family members, and further release and discharge Philly KiDZ Initiative for injury, loss or damage arising out of my or my family's use of or presence upon the facilities of Philly KiDZ Initiative, whether caused by the fault of myself, my family, Philly KiDZ Initiative or other third parties.
3. I agree to indemnify and defend Philly KiDZ Initiative against all claims, causes of action, damages, judgments, costs or expenses, including attorney fees and other litigation costs, which may in any way arise from my or my family's use of or presence upon the facilities of Philly KiDZ Initiative.
4. I agree to pay for all damages to the facilities of Philly KiDZ Initiative caused by my or my family's negligent, reckless, or willful actions.
5. I consent to the participation of my Child/Children, named in this contract, in Zumba Dance Lessons/Hip Hop Dance Lessons, General Sports Activities, and agree on behalf of the minor to all of the terms and conditions of this Agreement. By signing the Release of Liability and Consent Form, I represent that I have legal authority over, and custody of

Enter Child Name _____.

6. In the event of an injury to the above minor during the described activities, I give my permission to Philly KiDZ Initiative, or to the employees, representatives or agents of Philly KiDZ Initiative to arrange for all necessary medical treatment for which I shall be financially responsible. This temporary authority will begin on the first day of attendance, and will remain in effect until terminated by writing by the undersigned.

7. Philly KiDZ Initiative will have the following powers:

- a) The power to seek appropriate medical treatment or attention on behalf of my child as may be required by the circumstances, including without limitation, that of a licensed medical physician and/or Hospital
- b) The power to authorize medical treatment or medical procedures during an emergency situation.
- c) The power to make appropriate decisions regarding clothing, bodily nourishment and shelter in an emergency situation.

8. Philly KiDZ Initiative will not provide transportation to any off-site facility and all agents/employees/contractors of Northeast Conservatory will not be held liable for any discourse and adverse physical bodily injury resulting in said transportation from Philly KiDZ Initiative After School Program occupied facility to any designated location by the parent/guardian. Any legal or equitable claim that may arise from participation in the above shall be resolved under Pennsylvania Law.

I HAVE READ THIS DOCUMENT AND UNDERSTAND IT. I FURTHER UNDERSTAND THAT BY SIGNING THIS RELEASE, I VOLUNTARILY SURRENDER CERTAIN LEGAL RIGHTS

Dated: _____

Signature: _____

Participant: _____

Address: _____

_____, _____

In case of an emergency, please call _____

(Relationship: _____) at _____ Ext. _____
_____ (Day), or _____ Ext. _____ (Evening).

Safe Routes Drop Off and Pick Up Policy

Philly KiDZ Initiative has established a safe route policy when dropping off or picking up children. In order to keep children safe, all children must be escorted to and from the facility. At time of school dismissal, all children will be gathered at the facility designated meeting place (usually, in the Cafeteria, for snack, prior to Homework time). The supervising teachers are responsible for the children in their care, until children have been placed in the care of their parent/guardian at pick up time.

Once the children are signed out and dismissed to the parent(s)/guardian(s), it is the Parent(s)/Guardian(s) responsibility to make sure the children are walked safely to the cars.

PLEASE DO NOT PARK ACROSS THE STREET FROM THE FACILITY. CHILDREN SHOULD BE PLACED IN THE CAR FROM THE CURB SIDE ONLY.

No child should be left unattended in the parking lot, car, or inside or outside of the building. If you are a pedestrian with a cold, please make sure to use the proper cross walks designated by the City of Philadelphia, when crossing the streets. Please do not cross the children in the middle of the street and/or between parked cars.

DO NOT DOUBLE PARK IN FRONT OF THE BUILDING WITH CAR STILL RUNNING.

Please check with your particular school as to their regulations for after school dismissal.

Parental Acknowledgement Form

Child's Name: _____

Date: _____

I understand that the Philly KiDZ Initiative policies have been developed to ensure the safety and well-being of all children attending the Philly KiDZ Initiative after school program. I have RECEIVED AND READ the Parent Handbook and understand the program policies and procedures. I have discussed the rules of the program with my child.

I understand that failure to return this acknowledgement will not relieve me from knowing and following the policies and procedures brought forth in this Handbook.

Parent(s)/Guardian(s) Name(s):

I GIVE permission to the Philly KiDZ Initiative to use my Child's Image for Promotional Services Only.

Parent(s)/Guardian(s) Name(s):

I DO NOT give permission to the Philly KiDZ Initiative to use my Child's Image for Promotional Services Only.

Parent(s)/Guardian(s) Name(s):