

Welcome to the 2026–2027

Philly KiDZ Initiative Growing Imaginations

Dear Parents and Guardians,

Welcome to another exciting school year with the **Philly KiDZ Initiative!**

We are honored that you have chosen our program to be a part of your child's educational journey. Our entire team is excited to welcome your family and looks forward to providing a safe, supportive, and engaging environment where children can continue to learn, explore, and thrive beyond the school day.

At Philly KiDZ Initiative, we believe that every child deserves the opportunity to discover their unique talents, build meaningful friendships, and develop the confidence needed to succeed both inside and outside the classroom. Our dedicated staff works each day to create experiences that inspire curiosity, encourage creativity, and promote personal growth.

Throughout the school year, your child will participate in a variety of enriching activities, including:

- Homework assistance and academic support
- STEM and STEAM enrichment projects
- Literacy and reading activities
- Arts, crafts, and creative expression
- Health, wellness, and physical fitness
- Team-building and leadership activities
- Social-emotional learning
- Educational games, clubs, and special events

Our goal is to provide an environment where every child feels safe, respected, encouraged, and excited to learn. We strive to help students strengthen their academic skills while also developing the confidence, responsibility, and character that will benefit them throughout their lives.

To help ensure your child's success, we ask that families partner with us by:

- Keeping emergency contact information current.
- Providing updated health assessment and immunization records as required.
- Notifying us promptly of any changes to medical information, authorized pick-up individuals, or emergency contacts.

- Reading program emails, newsletters, and announcements to stay informed about upcoming activities and important dates.
- Encouraging regular attendance so your child can fully benefit from all that our program has to offer.

Strong partnerships between families and our staff are essential to creating the best possible experience for every child. We value open communication and encourage you to reach out whenever you have questions, concerns, or suggestions. Together, we can create a positive and rewarding school year for every student.

Thank you for placing your trust in Philly KiDZ Initiative. We are excited to begin another year filled with learning, laughter, discovery, and lasting memories. We look forward to partnering with your family and making the **2026–2027 school year** an exceptional one.

Welcome to the Philly KiDZ family!

Warm regards,

Mark Ingerman

Program Director

Philly KiDZ Initiative

Growing Imaginations

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About Philly KiDZ Initiative

Our Story

Philly KiDZ Initiative was founded on a simple but powerful belief: every child deserves a safe, supportive, and inspiring place to learn, grow, and discover their potential beyond the school day.

Our programs are designed to complement the school day by providing high-quality academic support, enriching educational experiences, meaningful social interactions, and opportunities for personal growth. We recognize that every child learns differently, and we strive to create an environment where children feel valued, encouraged, and empowered to succeed.

At Philly KiDZ Initiative, we believe learning should be exciting. Through hands-on STEM activities, creative arts, literacy enrichment, physical fitness, leadership opportunities, and collaborative projects, students develop the skills and confidence needed to become lifelong learners and responsible citizens.

Above all, we are committed to creating a welcoming environment where every child feels safe, respected, included, and inspired every day.

Our Mission

To provide exceptional before-school, after-school, summer, and enrichment programs that inspire curiosity, foster academic achievement, encourage creativity, and develop confident, compassionate young leaders in a safe and nurturing environment.

Our Vision

To become a leading youth development organization recognized for transforming out-of-school time into meaningful opportunities that prepare children for lifelong success, strengthen families, and build stronger communities.

Our Core Values

Child First

Every decision we make begins with one question:

"What is in the best interest of the child?"

Our children's safety, well-being, and success remain our highest priorities.

Excellence

We strive for excellence in everything we do—from the quality of our educational programming to the professionalism of our staff and the care we provide every day.

Respect

Every child, parent, staff member, volunteer, and community partner deserves to be treated with dignity, kindness, and respect.

Integrity

We believe honesty, accountability, and transparency build trust with our families, schools, staff, and community partners.

Innovation

Learning should inspire curiosity.

We encourage creativity, critical thinking, problem-solving, and innovation through engaging STEM experiences, project-based learning, and hands-on exploration.

Inclusion

Every child deserves the opportunity to succeed.

We celebrate diversity and are committed to creating an inclusive environment where every child feels welcomed, accepted, supported, and valued.

Partnership

Children achieve their greatest success when families, schools, and community organizations work together.

We value strong partnerships built on communication, collaboration, and mutual respect.

Safety

Nothing is more important than the health and safety of the children entrusted to our care.

We maintain high standards for supervision, emergency preparedness, staff training, and child protection to provide families with peace of mind every day.

Our Commitment to Families

When you enroll your child in Philly KiDZ Initiative, you become part of our family.

We are committed to providing:

- A safe, clean, and welcoming environment.
- Caring, qualified, and professional staff.
- High-quality academic support and enrichment.
- Exciting STEM, arts, literacy, and recreational activities.
- Positive communication with parents and guardians.
- Programs that promote confidence, responsibility, leadership, and character.
- Opportunities for every child to discover new interests, develop lifelong friendships, and reach their full potential.

We appreciate the trust you place in us each day. Together, we will create an enriching experience that supports your child's academic, social, emotional, and personal growth while building memories that will last a lifetime.

Program Philosophy

At Philly KiDZ Initiative, we believe that learning does not end when the school day is over. Some of the most meaningful opportunities for growth happen when children are encouraged to explore, create, collaborate, and discover in a safe and supportive environment.

Our programs are designed to complement each child's school experience by providing a balance of academic support, enrichment, recreation, and social-emotional development. We recognize that every child has unique strengths, interests, and learning styles, and we strive to create opportunities that allow every participant to succeed.

We believe children learn best when they are actively engaged. Through hands-on STEM projects, literacy enrichment, creative arts, physical activity, leadership experiences, and cooperative learning, students develop the confidence and skills needed to become lifelong learners and responsible members of their communities.

Every activity is planned with purpose. Whether students are completing homework, building a robot, conducting a science experiment, participating in a team challenge, creating artwork, or playing a game with friends, each experience is intended to foster curiosity, creativity, critical thinking, communication, and collaboration.

Safety, respect, and inclusion are at the heart of everything we do. We are committed to maintaining an environment where every child feels welcomed, valued, and encouraged to participate. Our staff members model kindness, patience, responsibility, and professionalism while helping students build positive relationships with their peers and adults.

We believe that strong partnerships between families, schools, and our staff are essential to every child's success. Open communication, mutual respect, and shared expectations create the foundation for a positive and rewarding experience throughout the school year.

Above all, our philosophy is simple:

Every child deserves a place where they feel safe, inspired, challenged, and celebrated.

At Philly KiDZ Initiative, we are committed to creating that place every day.

Program Overview

Philly KiDZ Initiative provides high-quality out-of-school-time programs designed to support students academically, socially, emotionally, and physically in a safe, structured, and engaging environment.

Our programs are thoughtfully designed to complement the school day while giving children opportunities to explore new interests, develop lifelong skills, build friendships, and have fun.

We are committed to providing affordable, accessible, and enriching programs that meet the needs of today's families while preparing children for tomorrow's opportunities.

Our Programs

Before School Program (AM Care)

Our Before School Program provides a safe and supervised environment for children before the start of the school day. Students begin each morning in a calm, welcoming atmosphere that helps prepare them for a successful day of learning.

Morning activities may include:

- Quiet educational activities
- Reading and literacy opportunities
- STEM challenges and educational games
- Creative activities
- Social interaction and team-building
- Morning movement and wellness activities

After School Program

Our After School Program combines academic support with engaging enrichment opportunities that encourage creativity, collaboration, and exploration.

Each afternoon may include:

- Homework assistance
- Academic enrichment
- STEM and STEAM projects
- Arts and crafts
- Physical fitness and recreational games
- Leadership and character development

- Literacy activities
 - Social-emotional learning
 - Clubs, special events, and guest presenters
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School Break Programs

When available, Philly KiDZ Initiative offers programs during selected school breaks, including:

- Winter Break
- Spring Break
- Professional Development Days
- Other approved school closures

These programs provide a full day of educational enrichment, recreational activities, and special events that keep children engaged while supporting working families.

Summer Programs

Our summer programs offer exciting opportunities for continued learning and adventure through:

- Weekly educational themes
- STEM and innovation projects
- Outdoor recreation
- Water play activities
- Educational field trips
- Arts and creative expression
- Team-building challenges
- Guest presenters and special events

Summer programming is designed to help prevent learning loss while creating a memorable experience filled with exploration, friendship, and fun.

Our Educational Approach

Every Philly KiDZ program is built around five essential areas of child development:

- **Academic Success** – Supporting learning through homework assistance and educational enrichment.
- **STEM Exploration** – Encouraging curiosity through science, technology, engineering, and mathematics.
- **Health & Wellness** – Promoting active lifestyles through recreation, fitness, and healthy habits.
- **Social & Emotional Growth** – Building confidence, resilience, communication, and teamwork.
- **Character & Leadership** – Developing responsibility, respect, integrity, and leadership skills.

By combining these areas into every program, we create an environment where children are encouraged to learn, grow, and succeed every day.

Program Hours & Daily Operations

Providing children with a safe, consistent, and well-organized environment is one of our highest priorities. Our daily schedule is intentionally designed to balance academic support, enrichment, recreation, and social development while meeting the needs of working families.

Program Hours

Before School (AM Care)

Monday – Friday
7:00 a.m. – Start of the School Day

Students are welcomed into a supervised environment where they can participate in quiet educational and enrichment activities before being safely dismissed to their classrooms by Philly KiDZ staff.

After School Program

Monday – Friday
School Dismissal – 6:00 p.m.

Students report directly to the Philly KiDZ program at dismissal and participate in a structured afternoon of homework assistance, enrichment, recreation, and supervised activities.

Daily After School Schedule

While activities may vary by grade level and special events, a typical afternoon includes:

Time	Activity
School Dismissal	Student Check-In & Attendance
First 30 Minutes	Healthy Snack & Social Time

Academic Block Homework Assistance & Educational Support

Enrichment Block STEM, Literacy, Arts, or Special Activities

Recreation Block Gym, Outdoor Play, Fitness, or Team Games

Closing Activities Reflection, Clean-Up & Parent Pick-Up

Schedules may be adjusted for early dismissals, special events, guest presenters, school activities, or field trips.

Attendance

Regular attendance helps children build friendships, develop routines, and gain the greatest benefit from our program. Parents are encouraged to ensure their child attends consistently whenever possible.

If your child will be absent, please notify the program as early as possible.

Student Arrival

AM Care

Children should be dropped off only during designated program hours using the school's approved entrance.

Students must be signed in according to program procedures before entering the program.

After School

Students attending the After School Program report directly to the designated Philly KiDZ meeting area immediately after school dismissal. Attendance is taken promptly to ensure every registered child is safely accounted for.

Parent Pick-Up

For the safety of every child:

- Children may only be released to authorized individuals listed on the registration form.
 - A photo ID may be requested at any time.
 - Parents or authorized adults must sign their child out each day.
 - Staff members are not permitted to release children to anyone not listed as an authorized pick-up person unless written authorization has been received and verified.
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Late Pick-Up

Our program concludes promptly at **6:00 p.m.**

Families are expected to arrange for on-time pick-up each day.

If an emergency causes a delay, parents should contact the program immediately so staff can reassure the child and make appropriate arrangements.

Repeated late pick-ups may result in additional fees or further action as outlined in the program's policies.

Snacks

A nutritious afternoon snack is provided daily whenever available through program funding or school partnerships. Parents will be notified of any allergy-related restrictions or special dietary procedures.

Homework Support

Homework assistance is provided each afternoon to encourage positive study habits and academic success.

While staff members are available to assist students and answer questions, parents remain responsible for reviewing completed assignments and ensuring all homework is finished to their satisfaction.

Enrichment Activities

Each day, children participate in age-appropriate enrichment experiences that may include:

- STEM & STEAM Projects
- Robotics & Technology
- Literacy Activities
- Arts & Crafts
- Physical Fitness
- Team Sports
- Leadership Activities
- Character Education
- Educational Games
- Community Service Projects
- Special Guests & Demonstrations

Activities are designed to encourage creativity, critical thinking, teamwork, confidence, and a lifelong love of learning.

Communication with Families

We believe that strong communication builds strong partnerships.

Parents will receive updates through email, written notices, newsletters, phone calls, text messages, or other approved communication platforms. Families are encouraged to keep their contact information current so they do not miss important announcements.

Registration & Enrollment

The Philly KiDZ Initiative is committed to providing a safe, organized, and efficient enrollment process for all families. Registration helps us ensure that every child receives appropriate supervision, care, and services while allowing us to maintain accurate records required by licensing agencies and our school partners.

Enrollment is completed on a **first-come, first-served basis** and is subject to program capacity, staffing, and available space.

Eligibility

Children must meet the eligibility requirements established for each program. Enrollment is limited to students attending participating schools and meeting the age or grade requirements for the specific program.

Program availability may vary by location and school year.

Registration Process

Parents or legal guardians must complete the official Philly KiDZ Initiative registration process before a child may attend the program.

Registration is considered complete only after all required forms, documentation, and approvals have been received and verified.

Submitting a registration form does **not** guarantee enrollment.

Required Documentation

Before attending the program, families must provide all required documentation, which may include:

- Completed online registration form.
- Current emergency contact information.
- Authorized pick-up information.
- Current health assessment completed by a licensed healthcare provider.
- Current immunization records, as required by Pennsylvania law.
- Allergy, medical, or medication information, when applicable.

- Custody or court documents affecting the release of a child, if applicable.
- Any additional forms required by licensing agencies, school partners, or funding organizations.

Incomplete registrations may delay enrollment.

Enrollment Confirmation

Families will receive confirmation once all registration requirements have been completed and their child has been officially accepted into the program.

Children may not begin attending until enrollment has been confirmed by Philly KiDZ Initiative.

Waitlists

When program capacity has been reached, additional applicants will be placed on a waitlist.

As openings become available, families will be contacted in the order that completed registrations were received unless funding requirements or program priorities require otherwise.

Placement on a waitlist does not guarantee future enrollment.

Annual Registration

A new registration is required for each school year.

Returning participants are required to complete all annual registration requirements. Previous participation does not automatically reserve or guarantee a space in the program.

Keeping Information Current

Parents and guardians are responsible for notifying Philly KiDZ Initiative immediately if any of the following information changes:

- Home address
- Telephone numbers
- Email address
- Emergency contacts
- Authorized pick-up persons
- Medical conditions
- Allergies
- Medications
- Custody arrangements
- Health insurance information, when applicable

Accurate information is essential to ensuring your child's safety.

Health Requirements

All required health documentation must remain current throughout your child's enrollment.

Children whose required health records expire during the school year may be temporarily excluded from attendance until updated documentation is received, in accordance with licensing and regulatory requirements.

Program Funding

Some Philly KiDZ Initiative programs are funded through grants, government agencies, or subsidy programs.

Families participating through a third-party funding source, including ELRC or other approved agencies, are responsible for maintaining their eligibility and completing all required documentation to ensure uninterrupted services.

Parents are responsible for notifying both the funding agency and Philly KiDZ Initiative of any changes that may affect eligibility or program participation.

Enrollment Agreement

By enrolling a child in the Philly KiDZ Initiative, parents and guardians acknowledge that they have read and agree to comply with the policies and procedures outlined in this Parent Handbook.

Our goal is to work collaboratively with every family to provide a safe, positive, and successful experience for every child entrusted to our care.

Health, Illness & Medication Policies

The health and well-being of every child is a top priority at Philly KiDZ Initiative. We are committed to providing a healthy environment while helping prevent the spread of illness and responding appropriately to medical needs.

To protect all participants, families and staff work together to maintain a safe and healthy program.

Health Records

Current health information is required for every enrolled child.

Parents and guardians are responsible for providing and maintaining:

- A current health assessment completed by a licensed healthcare provider.
- Current immunization records, as required by Pennsylvania law.
- Emergency medical information.
- Allergy and medical condition information.
- Any physician-authorized medication forms, when applicable.

Families are responsible for notifying the program immediately of any changes to their child's health or medical status.

Illness During the Program

If a child becomes ill while attending the program, staff will:

- Assess the child's condition.
- Provide appropriate comfort and supervision.
- Contact the parent or guardian if the child is unable to comfortably participate in program activities or appears to require dismissal.
- Contact emergency medical services if the situation is considered an emergency.

Parents or authorized emergency contacts are expected to pick up an ill child as soon as reasonably possible after notification.

When Children Should Remain Home

To help protect all children and staff, families should keep children home when they have symptoms that may interfere with participation or may be contagious, including but not limited to:

- Fever
- Vomiting
- Diarrhea
- Persistent or severe coughing
- Unexplained rash
- Conjunctivitis (pink eye), when exclusion is recommended by a healthcare provider
- Any communicable illness requiring exclusion under applicable public health guidance

Children should return to the program only when they are well enough to participate and any applicable exclusion guidance has been met.

Medication Administration

Whenever possible, medications should be administered at home.

When medication must be given during program hours, the following requirements apply:

- Written authorization from the parent or guardian is required.
- Written instructions from the child's licensed healthcare provider may be required, depending on the medication and applicable regulations.
- Medication must be provided in its original labeled container.
- Prescription medication must include the child's name, prescribing healthcare provider, pharmacy label, dosage, and administration instructions.
- Staff will administer medication only in accordance with program policy and applicable licensing requirements.

Medication may not be transported by children unless permitted by law and authorized by both the parent/guardian and the child's healthcare provider (for example, when a student is authorized to self-carry emergency medication).

Allergies

Parents must inform Philly KiDZ Initiative of any food allergies, medication allergies, insect allergies, or other medical conditions during registration and whenever changes occur.

Individual care plans will be followed for children with documented allergies requiring specific precautions.

Reasonable efforts will be made to reduce exposure to known allergens while recognizing that an allergy-free environment cannot be guaranteed.

Medical Emergencies

In the event of a medical emergency:

- Staff will provide immediate assistance within the scope of their training.
- Emergency Medical Services (911) will be contacted when necessary.
- Parents or guardians will be notified as quickly as possible.
- Incident documentation will be completed in accordance with program policy.

If emergency medical treatment is required before a parent or guardian can be reached, staff will act in the best interest of the child's health and safety.

Head Lice

If head lice or nits are suspected, the child's parent or guardian will be notified in accordance with the Philly KiDZ Initiative Head Lice Policy.

Families will receive guidance regarding treatment and return-to-program expectations. The program will maintain confidentiality while taking reasonable steps to reduce the spread of head lice.

Accidents & Incident Reports

Minor injuries will receive appropriate first aid from trained staff.

Parents will be informed of injuries occurring during the program, and written incident reports will be completed whenever required by program policy or licensing regulations.

More serious incidents will be communicated to parents immediately, and emergency procedures will be followed as appropriate.

Infection Prevention

To promote a healthy environment, Philly KiDZ Initiative practices:

- Frequent handwashing and hand hygiene.
 - Routine cleaning and sanitizing of equipment and high-touch surfaces.
 - Safe food handling procedures.
 - Proper disposal of contaminated materials.
 - Health and safety practices consistent with applicable public health guidance.
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Our Commitment

Every child deserves to learn and grow in a healthy, safe, and caring environment.

By working together, families and staff help create a program where children can participate confidently while knowing their health, safety, and well-being are always our highest priorities.

Safety & Supervision

At Philly KiDZ Initiative, the safety of every child is our highest priority. Every policy, procedure, and decision is designed with one goal in mind: to provide a safe, secure, and nurturing environment where children can learn, grow, and thrive.

Safety is not simply a policy—it is our responsibility.

Our staff members are trained to maintain continuous supervision, respond appropriately to emergencies, and create an environment where every child feels physically and emotionally safe.

Active Supervision

Children are actively supervised at all times while participating in Philly KiDZ Initiative programs.

Active supervision means staff members continuously:

- Observe children and their surroundings.
- Position themselves to maintain clear visibility.
- Anticipate potential safety concerns.
- Interact with children while supervising activities.
- Conduct frequent head counts and attendance checks.
- Maintain awareness during all transitions.

Children are never intentionally left unsupervised.

Staff-to-Child Ratios

Philly KiDZ Initiative maintains staff-to-child ratios that meet or exceed applicable licensing requirements, school district expectations, and program funding requirements.

Additional staff may be assigned during higher-risk activities, field trips, large group events, or whenever additional supervision is needed.

Arrival, Transitions & Dismissal

Special attention is given during transitions throughout the day.

Staff conduct attendance verification and head counts:

- Upon arrival.
- During transitions between activities.
- Before and after outdoor play.
- Before leaving for field trips.
- Upon returning from field trips.
- Prior to dismissal.

Children are always accounted for before any group movement occurs.

Bathroom Supervision

Bathroom procedures are designed to protect both children and staff while respecting each child's privacy and dignity.

Staff members supervise bathroom use in accordance with age-appropriate practices and program procedures.

General expectations include:

- Children are monitored while traveling to and from the restroom.
- Staff remain nearby and available to provide assistance when necessary.
- Only a limited number of children may use the restroom at one time.
- Staff maintain awareness of restroom occupancy while respecting each child's privacy.
- Children are expected to wash their hands before returning to activities.

Bathroom supervision procedures may vary depending on the age of the children, school facilities, and licensing requirements.

Outdoor Play & Recreation

Outdoor play provides valuable opportunities for exercise, teamwork, and exploration.

During outdoor activities, staff members:

- Position themselves throughout the activity area.
- Maintain visual supervision of all participants.
- Monitor playground equipment and activity zones.
- Conduct regular head counts.
- Enforce established safety rules.
- Address unsafe behavior immediately.

Outdoor activities may be modified or canceled due to weather or safety concerns.

Visitors & Volunteers

All visitors, volunteers, contractors, and guests must comply with school security procedures and Philly KiDZ Initiative policies while on site.

Visitors may not have unsupervised access to children unless authorized and all required background clearances have been completed in accordance with applicable laws and regulations.

Authorized Release

Children are released only to parents, guardians, or individuals authorized by the parent or guardian.

Staff may request photo identification whenever necessary to verify authorization.

The safety of each child always takes precedence over convenience.

Emergency Preparedness

All staff members receive training on emergency procedures, including:

- Fire evacuation
- Shelter-in-place
- Lockdown procedures
- Severe weather response
- Medical emergencies
- Missing child procedures
- Incident reporting

Emergency drills are conducted in accordance with applicable regulations and school procedures.

Safe Learning Environment

Our facilities are routinely monitored to promote a safe environment.

Staff routinely inspect activity areas for potential hazards and take prompt action to correct or report safety concerns.

Equipment used by children is monitored for safe and appropriate use.

Bullying, Harassment & Intimidation

Every child has the right to feel safe and respected.

Bullying, harassment, intimidation, discrimination, or threatening behavior will not be tolerated.

Staff members respond promptly to concerns, investigate incidents appropriately, and work collaboratively with families and school personnel to support positive behavior and maintain a respectful environment.

Digital Safety

Technology is used to support learning and creativity.

Children are supervised while using computers, tablets, robotics equipment, and other technology resources.

Access to online content is limited to educational and age-appropriate materials whenever technology is used during the program.

Reporting Safety Concerns

Parents, staff, volunteers, and students are encouraged to report any safety concern immediately.

Every concern will be taken seriously, reviewed promptly, and addressed in a manner that promotes the safety and well-being of everyone in the program.

Our Commitment

Every child deserves to arrive safely, learn confidently, and return home knowing they were cared for in a secure and supportive environment.

At Philly KiDZ Initiative, safety is built through preparation, communication, teamwork, and vigilance.

It is a responsibility we proudly share with every family, every day.

Behavior Expectations & Student Code of Conduct

At Philly KiDZ Initiative, we believe that every child deserves to learn, grow, and thrive in an environment that is safe, respectful, inclusive, and encouraging.

Our philosophy is simple: **we teach behavior, not just manage it.** Every interaction is an opportunity to help children develop the character, confidence, and life skills they will carry with them long after they leave our program.

We believe children are most successful when expectations are clear, positive behaviors are recognized, and families and staff work together as partners.

The Philly KiDZ R.I.S.E. Promise

Everything we do at Philly KiDZ Initiative is guided by four core values. Together, they form the foundation of our program and the expectations we have for every student, staff member, and volunteer.

R — Respect

We treat ourselves and others with kindness, courtesy, and compassion.

We use respectful words, demonstrate good manners, appreciate differences, and care for our school, our program, and our community.

At Philly KiDZ, Respect means everyone belongs.

I — Integrity

We choose honesty.

We accept responsibility for our actions, tell the truth, keep our promises, and make good choices—even when no one is watching.

Integrity builds trust.

S — Safety

We make choices that protect ourselves and others.

We follow directions, use equipment properly, walk safely, report concerns to staff, and help create an environment where everyone feels secure.

Safety is everyone's responsibility.

E — Excellence

We always strive to do our best.

We work hard, encourage others, try new things, learn from our mistakes, and celebrate progress as much as achievement.

Excellence is about giving your best effort every day.

Every Day We Choose to R.I.S.E.

By practicing **Respect, Integrity, Safety, and Excellence**, we create a community where every child feels welcomed, valued, supported, and inspired to succeed.

At Philly KiDZ Initiative, **we don't simply teach these values—we live them every day.**

Student Expectations

To help maintain a positive learning environment, students are expected to:

- Follow the R.I.S.E. Promise each day.
- Listen to and follow staff directions.
- Use respectful language and appropriate behavior.
- Keep hands, feet, and objects to themselves.
- Respect school and program property.

- Participate positively in activities.
 - Work cooperatively with others.
 - Resolve conflicts peacefully.
 - Accept responsibility for their choices.
 - Help create a welcoming environment for everyone.
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Positive Behavior Support

Our staff focuses on encouraging appropriate behavior by:

- Building positive relationships.
- Setting clear expectations.
- Recognizing positive choices.
- Using encouragement and praise.
- Redirecting inappropriate behavior.
- Teaching problem-solving skills.
- Coaching children through conflicts.
- Using restorative conversations.
- Helping children learn from mistakes.

Our goal is to build confidence, responsibility, and self-control while preserving every child's dignity.

Restorative Practices

When challenges occur, staff members help children:

- Reflect on what happened.
- Understand how their actions affected others.
- Accept responsibility.
- Repair relationships whenever possible.
- Develop a plan for making better choices.

We believe mistakes are opportunities for learning and growth.

Bullying, Harassment & Intimidation

Philly KiDZ Initiative is committed to maintaining an environment free from bullying, harassment, intimidation, discrimination, and threatening behavior.

Every report will be taken seriously and addressed promptly.

Students are encouraged to speak with a staff member whenever they feel unsafe or witness behavior that does not reflect the R.I.S.E. Promise.

Progressive Discipline

When inappropriate behavior occurs, staff members generally use the following progressive approach while considering the child's age, developmental level, and individual circumstances:

Step 1 – Reminder of the R.I.S.E. expectation and verbal redirection.

Step 2 – Individual discussion and problem-solving.

Step 3 – Reflection period or temporary removal from the activity.

Step 4 – Parent or guardian notification and documentation, when appropriate.

Step 5 – Behavior conference involving the family, Program Director, and staff to develop additional support strategies.

Whenever possible, discipline is intended to teach, guide, and restore—not punish.

Serious Behaviors

Parents or guardians will be notified immediately when behavior involves:

- Physical aggression or fighting.
- Bullying, harassment, or intimidation.
- Threats of violence.
- Possession of prohibited or dangerous items.
- Intentional destruction of property.
- Leaving a supervised area without permission.

- Repeated unsafe behavior.
 - Any action that places the child, another participant, or a staff member at risk.
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Suspension or Dismissal

Although every effort will be made to help children succeed, there may be situations in which suspension or dismissal from the program is necessary to protect the health, safety, and well-being of participants and staff.

Whenever appropriate, Philly KiDZ Initiative will work collaboratively with families to identify strategies and interventions before suspension or dismissal is considered.

Working Together

Parents and guardians play an essential role in helping children develop positive behaviors.

We encourage families to reinforce the R.I.S.E. Promise at home by discussing daily experiences, recognizing positive choices, and partnering with our staff to support each child's success.

Together, we can help children become respectful, responsible, safe, and confident young leaders.

Our Commitment

At Philly KiDZ Initiative, discipline is about building character—not assigning consequences.

Every child deserves patience.

Every child deserves encouragement.

Every child deserves the opportunity to learn from mistakes.

Every child deserves the chance to **R.I.S.E.**

Respect. Integrity. Safety. Excellence.

That is the Philly KiDZ way.

Emergency Preparedness & Crisis Response

The safety of our students, staff, volunteers, and visitors is a top priority at Philly KiDZ Initiative. We maintain comprehensive emergency preparedness procedures designed to protect children and respond quickly and effectively to unexpected situations.

Our staff members receive training on emergency procedures and participate in regular drills and preparedness activities in accordance with applicable laws, school district requirements, and licensing regulations.

Emergency Planning

Philly KiDZ Initiative maintains written emergency response procedures for a variety of situations, including but not limited to:

- Fire and evacuation
- Severe weather
- Shelter-in-place
- Lockdown and secure building procedures
- Medical emergencies
- Utility failures
- Hazardous materials incidents
- Missing child emergencies
- Unauthorized individuals on site
- Other emergencies affecting the safety of participants

Emergency procedures are reviewed regularly and updated as needed.

Emergency Drills

Children and staff participate in emergency drills throughout the year to become familiar with emergency procedures.

Drills are conducted in a calm, age-appropriate manner designed to prepare participants without creating unnecessary fear or anxiety.

Communication During Emergencies

If an emergency affects program operations or the safety of participants, parents and guardians will be notified as quickly as possible through available communication methods, including phone calls, text messages, email, or other approved communication platforms.

Families are encouraged to keep all emergency contact information current to ensure timely communication.

Medical Emergencies

If a child experiences a medical emergency:

- Staff will immediately assess the situation.
- Emergency Medical Services (911) will be contacted when necessary.
- Appropriate first aid will be provided within the scope of staff training.
- Parents or guardians will be notified as quickly as possible.
- Required incident documentation will be completed.

The health and safety of the child will always be our first priority.

Family Reunification

If an emergency requires evacuation or relocation, children will be released only to parents, legal guardians, or authorized individuals listed on the child's registration forms.

Identification may be required before a child is released.

Specific reunification instructions will be communicated to families as quickly as circumstances allow.

Our Commitment

Preparation saves lives. Through planning, training, communication, and collaboration with our school partners and emergency responders, Philly KiDZ Initiative is committed to protecting every child entrusted to our care.

Child Protection & Mandatory Reporting

Philly KiDZ Initiative is committed to protecting every child from abuse, neglect, exploitation, and harm.

Every child deserves to participate in programs where they feel safe, respected, supported, and protected.

Our Commitment

We maintain a zero-tolerance policy regarding child abuse, neglect, exploitation, or any inappropriate conduct involving children.

All staff members, volunteers, and individuals working on behalf of Philly KiDZ Initiative are expected to maintain the highest standards of professional conduct.

Mandated Reporting

Pennsylvania law requires certain individuals to report suspected child abuse or neglect.

All Philly KiDZ Initiative staff members who are designated as mandated reporters receive training regarding their legal responsibilities and will comply with all applicable reporting requirements.

Whenever there is reasonable cause to suspect abuse or neglect, staff will immediately follow Pennsylvania's Child Protective Services Law and all required reporting procedures.

Professional Boundaries

To protect both children and staff, employees and volunteers are expected to:

- Maintain appropriate professional relationships.
- Use respectful and appropriate language.
- Avoid any conduct that could place a child or staff member at risk.
- Follow all supervision policies.

- Respect student privacy and confidentiality.
 - Immediately report any concerns involving child safety.
-

Background Clearances

All employees and volunteers serving in positions requiring contact with children must successfully complete all required criminal history and child abuse background clearances before working with children, as required by Pennsylvania law.

Confidentiality

Information regarding child protection concerns is confidential and will be shared only with individuals who have a legitimate need to know or as required by law.

Parent Partnership

The safety of children is a shared responsibility.

Parents and guardians are encouraged to communicate concerns, ask questions, and partner with our staff to ensure every child remains safe, supported, and protected.

Our Commitment

Nothing is more important than the safety and well-being of the children entrusted to our care.

Protecting children is not only our legal responsibility—it is one of our greatest privileges.

Inclusion & Non-Discrimination

Philly KiDZ Initiative believes that every child deserves the opportunity to participate in a safe, welcoming, and inclusive environment where they are respected, valued, and encouraged to succeed.

We celebrate the diversity of our families and are committed to treating every individual with dignity, fairness, and respect.

Equal Opportunity

Philly KiDZ Initiative provides programs and services without discrimination and is committed to equal opportunity in accordance with applicable federal, state, and local laws.

We do not discriminate on the basis of race, color, national origin, ancestry, religion, sex, age, disability, or any other characteristic protected by law.

Inclusive Environment

We strive to create an environment where:

- Every child feels welcome.
 - Individual differences are respected.
 - Diversity is celebrated.
 - Kindness and empathy are encouraged.
 - All families are treated with dignity and respect.
 - Every participant has the opportunity to learn, grow, and succeed.
-

Supporting Individual Needs

Whenever reasonably possible and appropriate, Philly KiDZ Initiative works collaboratively with families, schools, and community partners to support the individual needs of participating children.

Parents are encouraged to share information that may help staff provide appropriate support and accommodations.

Respectful Conduct

Every member of the Philly KiDZ community—including students, families, staff, volunteers, and visitors—is expected to contribute to an environment that is respectful, welcoming, and free from discrimination, harassment, intimidation, and retaliation.

Working Together

Our strength comes from the diversity of the families and communities we serve.

By treating one another with kindness, understanding, and mutual respect, we create a program where every child has the opportunity to thrive.

Our Commitment

At Philly KiDZ Initiative, inclusion is more than a policy—it is part of who we are.

We are committed to ensuring that every child and every family feels welcomed, respected, supported, and valued from the moment they become part of our community.

Parent Responsibilities

At Philly KiDZ Initiative, we believe that children are most successful when families and program staff work together as partners. Open communication, mutual respect, and shared expectations help create a positive experience for every child.

Parents and Guardians are Responsible for:

Maintaining Current Information

Parents must notify the program immediately of any changes to:

- Home address
 - Telephone numbers
 - Email address
 - Emergency contacts
 - Authorized pick-up persons
 - Medical information
 - Allergies
 - Custody arrangements
 - Any information affecting the child's safety or participation
-

Timely Pick-Up

Parents are expected to pick up their child by the established program closing time.

If an emergency causes a delay, the program should be notified as soon as possible.

(Please refer to the Financial Policies section for information regarding late pick-up fees.)

Health Requirements

Parents are responsible for:

- Providing current health assessments and immunization records.
 - Informing staff of illnesses or contagious conditions.
 - Providing required medication authorization forms.
 - Keeping children home when they are ill and unable to participate safely.
-

Communication

Parents are encouraged to:

- Read all emails, newsletters, and program notices.
 - Respond promptly to requests for information.
 - Participate in conferences when requested.
 - Communicate concerns respectfully and promptly.
-

Supporting Positive Behavior

Parents are encouraged to reinforce the values and expectations of the program by encouraging respectful behavior, responsibility, and cooperation at home.

Partnership

Together, families and staff create the strongest foundation for children's success. We value your partnership and appreciate the trust you place in Philly KiDZ Initiative each day.

Individual Support and 1:1 Services Policy

Philly KiDZ Initiative is committed to providing a safe, inclusive, and supportive after-school environment for all children.

If a child's IEP or other documented educational/support plan indicates that the child requires a 1:1 aide, personal care assistant, behavioral support professional, or similar individualized support during the school day, the parent/guardian must notify Philly KiDZ of this need before the child begins attending the after-school program.

Philly KiDZ does not provide or fund 1:1 aides or wraparound services. When individualized 1:1 support is necessary for a child to safely and successfully participate in the after-school program, it is the responsibility of the parent/guardian to arrange for the appropriate qualified provider or agency to supply that support during the child's attendance at Philly KiDZ.

The required support must be arranged and available before the child begins or resumes attendance when such support is necessary for the child's safe participation.

If Philly KiDZ becomes aware that a child requires a level of individualized supervision or assistance that cannot safely be provided within the program's regular staffing structure, Philly KiDZ will communicate with the parent/guardian to discuss the child's needs and available

supports. Attendance may be temporarily paused when necessary to address an immediate safety concern while appropriate supports are being arranged.

Philly KiDZ will make reasonable efforts to work collaboratively with families, schools, service providers, and other appropriate professionals to support each child's successful participation in the program.

Parents/guardians are responsible for promptly informing Philly KiDZ of any changes to their child's IEP, 1:1 services, behavioral support plan, or other information that may affect the child's health, safety, supervision, or participation in the program.

Communication with Families

Strong communication builds strong partnerships.

Philly KiDZ Initiative is committed to keeping families informed about program activities, important announcements, and their child's participation.

Communication may include:

- Email
- Telephone calls
- Text messages
- Printed notices
- Parent meetings
- Newsletters
- School-approved communication platforms
- The Philly KiDZ Initiative website

Parents are responsible for maintaining accurate contact information throughout the school year.

Whenever questions or concerns arise, families are encouraged to contact the Program Director promptly so that concerns may be addressed collaboratively and respectfully.

Technology & Media Policy

Technology is an important educational tool and is used to enhance learning through STEM activities, research, educational games, creativity, and digital literacy.

Students are expected to use all technology responsibly and respectfully.

The following behaviors are prohibited:

- Accessing inappropriate content
- Damaging equipment
- Attempting to bypass security measures
- Harassing or bullying others through technology
- Recording or photographing others without permission
- Misusing school or program technology

Photographs and videos may be taken during program activities for educational purposes, family communications, promotional materials, or social media only in accordance with the permissions granted by the child's parent or guardian during registration.

Families may opt out of media authorization by indicating their preference on the registration forms.

Field Trips & Transportation

Throughout the year, students may participate in educational field trips, community activities, and special events designed to enhance learning.

Parents will receive advance notice whenever possible regarding:

- Destination
- Date
- Departure and return times
- Transportation arrangements
- Required permission forms
- Special instructions

Only children with completed permission forms may participate.

Transportation is provided by approved transportation providers that meet applicable safety and insurance requirements.

Student safety procedures remain in effect throughout every trip, including attendance verification, active supervision, emergency preparedness, and established staff-to-child ratios.

Financial Policies

Philly KiDZ Initiative is committed to providing high-quality programming while maintaining clear and consistent financial practices.

Detailed information regarding:

- Tuition and program fees
- Monthly payment schedules
- Accepted payment methods
- ELRC/Child Care Works procedures
- Late payment policies
- Late pick-up fees
- Returned payments
- Refund policies
- Financial assistance (when available)

will be provided in the current Tuition & Fee Schedule, which is incorporated into this handbook by reference and may be updated periodically.

Families are responsible for reviewing and complying with all current financial policies.

The Philly KiDZ Promise

When you choose Philly KiDZ Initiative, you are trusting us with someone very important—your child.

We do not take that responsibility lightly.

Every day, we promise to:

- Welcome every child with kindness and respect.
- Provide a safe, nurturing, and inclusive environment.
- Encourage curiosity, creativity, and a love of learning.
- Support academic, social, emotional, and physical growth.
- Communicate openly and honestly with families.

- Treat every child fairly and with dignity.
- Celebrate individual strengths and accomplishments.
- Partner with families to help children succeed.
- Continuously improve our programs through learning, innovation, and feedback.

Our goal is simple:

To provide every child with a place where they feel safe, inspired, encouraged, and excited to learn each day.

Thank you for allowing us to be part of your child's journey.

We look forward to making lasting memories together.

Philly KiDZ Initiative

Growing Imaginations

Parent Acknowledgment & Agreement

I acknowledge that I have received and reviewed the **Philly KiDZ Initiative Parent Handbook**.

I understand that the handbook contains important information regarding program policies, procedures, expectations, and family responsibilities.

I agree to work in partnership with Philly KiDZ Initiative to support my child's safety, well-being, and success throughout the program year.

I understand that program policies may be updated as necessary to comply with changes in laws, regulations, licensing requirements, or program operations. Families will be notified of significant policy changes.

By signing below, I acknowledge my understanding of the information contained in this handbook.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Program Site: _____

School Year: 2026–2027