

Kid Time LLC
Before/After School Program
Parent Handbook
2015

Background:

Kathy Stephenson comes to this program with 20+ years as an owner and operator of a state licensed and accredited family daycare. She has her Child Development Associate (CDA) and is also a member of several local and national childcare associations. Additionally, she is a certified Child Care Observer, helping home child care businesses become nationally accredited. Tara Manwaring joins the team with a BA degree from Thomas Edison State College, a CDA, and 14+ years in various areas of childcare including daycare assistant, lifeguarding, and working as a nanny. Six years in a pharmaceutical lab and two years as a nursery/landscape professional has earned her the unofficial title of scientist/botanist. As per state license requirements, both teachers possess government clearances in both criminal and child abuse convictions, have FBI fingerprint checks, and keep current certifications in First Aid and CPR.

About the Program:

Both the before and after school program are housed in the multi-purpose room at the Bucks County Montessori Charter School, serving primary the children who attend there. Children from other local schools are welcome to use the program if parents provide for their transportation. Our Mission: to nurture children to express their imagination in a before/after-school-care environment that promotes play choices, fitness, and healthy nutrition while at the same time caring for their safety and overall wellbeing. We strive to meet or exceed the requirements set forth by the Philadelphia Department of Child Welfare, as well as Pennsylvania's quality improvement program known as Keystone Stars. Kid Time offers parents the opportunity to put in a full day's work with the peace of mind in knowing their children are in the care of qualified, experienced, nurturing adults.

Admissions, the provisions of services, and referrals of clients to *Kid Time* shall be made without regard to race, color, religious creed, ancestry, age, sex, or national origin (including limited English proficiency). 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 of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any individual/student (and/or their guardian) who believes they have been discriminated against may file a complaint of discrimination with any of the following:

Kid Time LLC 219 Tyburn Rd Fairless Hills, PA 19030 215-932-1764	Dept of Public Welfare Bureau of Equal Opportunity Rm. 223, Health Welfare Bldg P.O. Box 2675 Harrisburg, PA 17105	Commonwealth of PA DPW Bureau of Equal Opps. Southeast Regional Office 801 Market St Phila, PA 19107
US Dept of Health & Human Services Office for Civil Rights Suite 372, Public Ledger Bldg 150 S. Independence Mall West Phila, PA 19106-3499		PA Human Relations Commission Philadelphia Regional Office 110 North 8 th St, Suite 501 Phila, PA 19107

Program Services:

Morning care will include quiet games and activities; an opportunity for breakfast (not provided); and reading time.

Afternoon care will include approximately one hour of play time (fun & fitness); a nutritious snack; homework/reading time; games and activities.

Admission:

Before your child begins at *Kid Time*, we need to have:

- You and your child visit (“getting to know you” meeting)
- The Emergency Contact/Parental Consent form completed
- A Kid Time payment agreement completed
- The Child Health Assessment completed (within 60 days of enrollment)
- A copy of your child’s IEP if applicable
- Your understanding of this handbook

Please note: it is our policy to do a written observation/assessment of each child within 90 days of enrollment and then every six months. This coincides with parent/teacher conferences. At these times, parents will be referred to appropriate social, mental health, educational, wellness, and medical services, as needed.

Emergency Substitutes:

In the event of an emergency that requires either Kathy Stephenson or Tara Manwaring to leave the premises, a substitute childcare provider will be provided. This is to ensure the proper teacher to child ratio is maintained for the safety of the children.

Hours/Days of Operation:

Open every school day 7:00am to start of school and 3:15-6:00pm.

Full days of operation: 7am to 6pm

A complete calendar of operational days is available on the forms page of our website:

www.KidTimeFitness.com

Snacks/Lunch:

Before school: breakfast is not provided

After school: a nutritious snack with beverage is provided at 4:30

For half days and full days of operation, please send a lunch with your child.

Fee Payment Policy:

A fee of \$25 per family is charged for annual registration.

Rates (per child):

- Before school care only: \$8/day
- After school care Full Time (5 afternoons/wk): \$18/day
- After school care Part Time/Drop-in care (less than 5 days/wk): \$20/day
 - (a special rate of \$10/day is applicable if child is picked up by 4pm or attends before or after clubs/music lessons; sibling discount cannot be applied)
- ½ days of school: \$30/day (dismissal time to 6pm)
- In-service days/holidays: \$40/day (or \$30 if 5 or less hours of care is needed)

If your child occupies a full-time afternoon spot, half payment will be due for any missed days. (This includes all days that Kid Time is open, but your child does not attend).

Please note: If you register your child for attendance on an in-service day, or any other extended hours day, you have until 6pm the evening before to cancel. Otherwise, half payment will be due for absence.

Discount:

- A 10% sibling discount applies to families with more than one child in after school program full time. This discount does not apply to before school care.

Extended Absences: In order to lessen the financial burden on families, the following policy is in place to accommodate extended absences. If full-time enrolled child is absent from program for more than 2 weeks, children will be considered un-enrolled during that time, with no payments due. Upon return, the \$25 registration fee will be re-applied. If absent for 2 weeks or less, half payment will be expected as outlined above.

Payment Policies: Invoices will be emailed at month's end. Payments can be made in cash or by check or money order payable to Kid Time. If preferred, families may pay weekly, but will not be provided an invoice. Payments may be logged in by the parent into the Kid Time attendance book. Year-end statements will provided for everyone each January for tax purposes.

Late Fees:

- A late fee of 5% will be applied to payments overdue by 15 days from date of invoice. A late fee of 10% applies to invoices over 30 days late and services will be ceased.
- A \$5 late fee will be charged for every 5 min a child is picked up after 6pm. Please call if you know you are running late.

Trial Period/Termination:

It is *Kid Time's* policy that the first two weeks be considered a trial period. If either *Kid Time* or a parent finds that a child is not thriving in the program, it is of the discretion of either party to terminate services.

Birthdays/Parties/etc:

Due to the limited amount of time your child is in our care, celebrations will be limited to snack time. You are welcome to send a special snack for a birthday, but please let us know in advance.

Authorization for Child Pick Up:

No child will be released to a person not authorized by a parent to pick up that child. Verbal and written authorization is required by a parent to allow a non-designated person to pick up their child. Additionally, photo identification will be required for child release. Please understand that this is for the safety of the children.

Health and Safety:

Children with any of the following symptoms cannot stay at *Kid Time*.

Running a temperature; rash; vomiting; diarrhea; chills; severe cough/cold; earache; conjunctivitis; communicable disease (i.e. chicken pox, etc.); noticeable behavior change. If a child in our care is found to be sick, it is our policy to contact a parent/guardian for immediate pick up. The child will be isolated from well children and made comfortable until parent arrival. It is the policy of *Kid Time* that any child sent home with a fever is not to return for a full 24 hours after the fever subsides. A doctor's note is required for readmission to *Kid Time* should a child have had a contagious illness. In addition, all *Kid Time* parents will be notified that an unnamed student had said illness.

Should a child require minor first aid, it will be administered immediately and you will be notified at pick up time. In the event of an emergency, you will be notified immediately, and *Kid Time* staff will either call your Doctor or call 911.

Kid Time staff are mandated reporters of child abuse as stated by the PA state law: PA- Children's Protector Services Law.

Discipline:

Each child and staff member at *Kid Time* is asked to create and sign a behavior contract. This contract clearly outlines the behavior expected by both the children and the staff. Despite our best intentions, problems are inevitable and are handled thusly. Minor disputes are handled by encouraging the children to work through the problem. Role reversals are suggested for problems that continue. Intervention will occur should anger turn to violence. Our no tolerance for violence policy is concurrent with school policy. Harsh discipline is never used.

Transitioning:

Upon parent's request, your child's record (*Kid Time* file) may be transferred to your child's next school upon leaving current school. Parent may request file at any time.

Inclement Weather Policy:

Kid Time follows the Pennsbury policy. Therefore, if Pennsbury district is closed due to bad weather, so is *Kid Time*. If Pennsbury opens with a 2 or 3 hour delay, *Kid Time* will do the same. This is to ensure everyone's safety on the roads. Up-to-the-minute closing information may be found at www.pennsbury.k12.pa.us.

EMERGENCY POLICY

Dear “Kid Time” parent:

This letter is to assure you of our concern for the safety and welfare of children attending **Kid Time**. 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* Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- *In-place sheltering* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *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 our predesignated relocation facility: St. Joseph the Worker, located at 9160 New Falls Rd, Levittown.
- *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 radio channel **AM 1490 WBCB** 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 lines free to make emergency calls and relay information.

The form designating persons to pick up your child will be utilized should your child need to be picked up from the relocation site after an emergency. This form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

Please do **not** attempt to make different arrangements during an emergency. This will only create additional confusion and distract from emergency duties. In order to assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact us.

Sincerely,

Kid Time staff