

***Kid Time LLC***  
**Before/After School Program**  
**Parent Handbook**  
2017

**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 Master's Degree in Early Childhood Education from UND, and 15+ years working in various areas of child care. Laura Stephenson, Kid Time's lead teacher and operations manager, has been mentored by Kathy Stephenson, having helped in child care her entire life. Laura is an Early Childhood Education student at Bucks County Community College. As per state license requirements, all teachers possess government clearances in both criminal and child abuse convictions, have FBI fingerprint checks, and keep current certifications in First Aid, CPR and fire safety.

**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 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<sup>th</sup> 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 a teacher to leave the premises, a substitute child care 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: 7:00am to 6:00pm.

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

[www.KidTimeFitness.com](http://www.KidTimeFitness.com)

**Snacks/Lunch:**

Before school: breakfast is not provided

After school: a nutritious snack with beverage is provided by 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: \$10/day
- After school care: \$20/day
  - (a special rate of \$12/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)

**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: Payments can be made in cash or by check or money order payable to Kid Time. Families are expected to pay weekly, or daily if child is part time. Year-end statements will be provided each January for tax purposes.

Late Fees:

- A late fee of 5% will be applied to payments overdue by 15 days from date of service. A late fee of 10% applies payments overdue by 30 days 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:**

Kid Time uses the Positive Behavior Interventions and Supports approach to interacting with children. 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. Every effort will be made to ensure every child enrolled in Kid Time remains in care despite behavioral concerns. Staff are required to document behavioral challenges and share with families and the director. The director may then refer the family for support from outside resources. If said child has an IEP (individualized education plan), the IEP support team will be consulted for assistance to prevent suspension/expulsion of the child from the Kid Time program.

**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](http://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

Laura Stephenson: [stephlau000@yahoo.com](mailto:stephlau000@yahoo.com) 215-791-4796

Kathy Stephenson: [Kathy@KidTimeFitness.com](mailto:Kathy@KidTimeFitness.com) 215-932-6848

Tara Manwaring: [Tara@KidTimeFitness.com](mailto:Tara@KidTimeFitness.com) 215-932-1764