

Kid Time LLC
Before & After School Child Care Program
for Bristol Township Elementary students
Parent Handbook
2017

Background:

Kathy Stephenson and Tara Manwaring have been successfully running Kid Time LLC for over 15 years for the Bucks County Montessori Charter School in Fairless Hills. In addition to being a lead teacher at Kid Time, Kathy has 20+ years' experience 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 child care associations. Additionally, she is a certified Child Care Observer, helping home child care businesses become nationally accredited. Tara has her master's degree in Early Childhood Education from the University of North Dakota, and 15+ years in various areas of childcare. Sharon DiPinto joins the team at our Bristol Township locations. She also has 20+ years' experience as a family daycare provider, has her CDA, and is a member of several child care associations. As per state license requirements, all teachers possess government clearances in criminal and child abuse convictions, have FBI fingerprint checks, and keep current certifications in First Aid, CPR, AED, and fire safety.

About the Program: Beginning Fall 2017, we have locations at Mill Creek Elementary in Levittown, Brookwood Elementary in Levittown, and Keystone Elementary in Croydon, PA. These programs offer students the opportunity to receive quality care before and after school focusing on fun & fitness activities. This program 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 Human Services
Bureau of Equal Opportunity
Rm. 223, Health Welfare Bldg
P.O. Box 2675
Harrisburg, PA 17105

Commonwealth of PA
DHS Bureau of Equal Opps.
Southeast Regional Office
801 Market St, Suite 5034
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 8th St, Suite 501
Phila, PA 19107

Program Services:**Before and After School:**

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

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

Staff:

All staff are required to have criminal and child abuse background checks as well as FBI fingerprinting. In addition, all staff will have current training in First Aid, CPR, AED, & Fire safety. Annual professional development will include, but not be limited to: health and safety, child observation/inclusion, and program curriculum.

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 our regular staff 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 6:45am to start of school and 3:15-6:00pm.

Full days of operation: 7am to 6pm (at 219 Tyburn Rd, Fairless Hills)

Kid Time’s extended days of operation include most teacher in-service days, and some holidays: Rosh Hashanah, Yom Kippur, Veterans’ Day, etc. Care is provided at our Fairless Hills site for most of these days.

For complete details, please see Calendar on forms page of website www.KidTimeFitness.com.

Snacks/Lunch:

Before school: breakfast is not provided

After school: a nutritious snack with beverage is provided.

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

Fees:

Before School Care: \$9/child/day (or \$45/week)

After School Care: \$12/child/day (or \$60/week)

Half Day Fee: \$25

Full Day Fee: \$30

We accept Apple/CCIS (state assistance program). See <http://buckschildcare.com/financial-aid/> for eligibility. We are also partnered with Bucks County Children & Youth.

Annual Registration Fee:

There is no registration fee at this time.

Sibling Discount:

A sibling discount of 10% will be applied to the tuition of the second and subsequent full-time-enrolled child in a family. Full time status = attends every morning OR every afternoon OR both.

Payment Policies: Payment is due each week for services rendered. All payments due in full by the end of each week. Year-end statements will be provided for each family every January for tax purposes.

Late Fees:

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

Child observation by staff is a requirement of Keystone Stars, a PA quality improvement program for child care. As such, children in care at *Kid Time* will be observed within 90 days of enrollment and once per additional year to ensure that educational benchmarks are being met. All findings are shared with parents/guardians.

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.

Open Door Policy:

Our open door policy encourages parents to visit anytime.

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: Millcreek Elementary (Levittown) or St. Luke's Church (Croydon).
- *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.

In case of closing due to snow, Kid Time follows the same procedures as Bristol Township schools. If they are closed or have a delayed opening, so will we. If school closes early, please pick up your child as soon as possible from Kid Time.

Sincerely, Kid Time staff

Mill Creek: Tara Manwaring 215-932-1764 Tara@KidTimeFitness.com

Brookwood: Kathy Stephenson 215-932-6848 Kathy@KidTimeFitness.com

Keystone: Sharon DiPinto 215-783-0521 Sharon@KidTimeFitness.com

