

Kid Time LLC
Pre-K Program
at Ben Franklin Complex
Parent Handbook
2016

Background:

Tara Manwaring, director, is part of a team that has been operating Kid Time LLC for over 12 years. Tara has her master's degree in Early Childhood Education from the University of North Dakota. Patricia Chelius and Tobe Brownstein are both certified teachers with many years of experience in the preschool classroom. 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, mandated reporter, and fire safety.

About the Program: This program offers 3 to 5 year olds the opportunity to receive quality preschool at the Ben Franklin building, 6403 Millcreek Rd, Levittown, PA. We accept Pre-K Counts, CCIS (Apple) subsidy, and private pay students. This program includes breakfast, lunch and snack and operates from 9:00 to 3:00 Mon through Fri beginning the day after Labor Day and ending in mid-June.

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 8th St, Suite 501
Phila, PA 19107

Kid Time LLC is an Equal Opportunity Care Provider (EOCP)

Program Services:

Kid Time Pre-K is for 3 to 5 year olds and utilizes Creative Curriculum. Children will develop/strengthen skills in all learning domains through spending time in each of each of our learning centers. In addition, social skills will be learned through peer interaction and teacher modeling. Gross motor activity will occur daily outside or in the gym if weather is uncooperative.

Our mission: to provide comprehensive programs where children are valued and thrive to achieve in both school and in life.

Our vision: Children are encouraged to reach their full potential as individuals and contributing members of society by developing a positive self-image through social interactions that involve cooperation, conflict resolution and relationship building.

Enrollment Policy:

The Kid Time pre-K program requires that a child be 3-5 years of age. Enrollment is subject to constraints of space and staffing. The normal staff to child ratio is 1:10 for pre-K. Modification of the program to accommodate the needs of qualified handicapped persons, including assignment of additional staff, may be made where such modifications are reasonable and necessary, do not fundamentally alter the nature of the program, and do not result in an undue burden on Kid Time. Requests for modifications or auxiliary aids should be made as far in advance of commencement of the program as possible.

Kid Time strives to make the program one that provides for the safety, well being, development and success of each child enrolled. For this reason, Kid Time has set forth the following policies that must be adhered to and supported.

Parents must complete Kid Time registration before enrolling their child. This includes: an emergency contact form which must be updated every six months; a health assessment form, signed by a licensed physician, within 60 days of enrollment; a completed fee agreement, and a “getting to know you” form. If a child receives subsidy through CCIS/Apple or Pre-K Counts, those forms must also be completed. For Pre-K Counts, this includes signing an attendance policy.

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, mandated reporter, and fire safety. Annual professional development will include health and safety, child observation/inclusion, and program curriculum trainings.

Parent Involvement:

It is encouraged and expected that you, the parent or guardian, will want to participate in your child’s pre-K experience. There are many ways this can occur. At drop-off or pick-up you may have your child show you his/her classroom. This is also a good time to check in with your child’s teacher about any questions or concerns. Parent/teacher conferences occur just twice per year, but it is encouraged that you contact your child’s teacher with questions or concerns at any time. Please note that a teacher may not get back to your inquiry right away if you are calling during school hours. Your child’s teacher will be contacting you through email at least monthly with a newsletter on school happenings. Additionally, your child’s teacher may call or text you when they want to share something wonderful about your child. Volunteering in the classroom may occur provided you attain the necessary clearances. This is for the safety of all the children in the classroom. Please see director, Tara Manwaring, for info on clearances.

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
- The Child Health Assessment completed (within 30 days of enrollment)

- A copy of your child's IEP if applicable
- Free/Reduced Lunch form completed
- Fee agreement signed (if non Pre-K Counts)
- Attendance policy signed (if your child is enrolled through Pre-K Counts)
- Your understanding of this handbook

Please note: it is our policy to do a written observation/assessment of each child within 30 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 9:00am to 3:00pm. (There are no half days.) A full calendar of operational days may be found on the FORMS page of our website: www.KidTimeFitness.com.

Kid Time has before and after school child care services available next door at Millcreek Elementary for a fee.

Morning care operates 7:00 to 9:00am and costs \$9/child/day.

Afternoon care operates 3:00 to 6:00pm for \$12/child/day.

To register, call Tara Manwaring 215-932-1764. Details available at www.KidTimeFitness.com.

Snacks/Lunch:

9:00: breakfast is provided

11:30: lunch is provided

Snack: a nutritious snack with beverage is provided each afternoon if child wishes.

Fees:

Full Time attendance: \$35/day/child (\$175/week).

There is a minimum requirement of 2 days attendance per week for those wishing to attend part time. Fee is \$35/day. Payment is required for chosen days regardless of absence. However, an absent day may possibly be made up during the given week. See director for approval. Private pay families receive free before and after school child care.

In addition to private pay, we accept Pre-K Counts (see application on FORMS page of website www.KidTimeFitness.com) and Apple/CCIS (state assistance program). See <http://buckschildcare.com/financial-aid/> for Apple eligibility.

Sibling Discount:

There is no sibling discount at this time.

Payment Policies: The weekly fee is due Friday **prior** to the week of service. Payments made on or after Monday should include a \$5 late charge fee. If a payment becomes 2 weeks late, your child will be suspended from the program until payments are made in full.

There will be no fee due on days that we are closed. For example, during the week of Thanksgiving, tuition will be \$35 x 3 days since we are closed 2 days of that week.

Fees are to be paid whether a child is in attendance, out sick or on vacation.

Checks or money orders are to be made out to: Kid Time. Cash also accepted. We do not accept credit cards at this time. Payments should be recorded and placed in sign in/out binder. Checks may also be mailed to Kid Time: 630 Beaumont Rd, Fairless Hills, PA 19030.

Children must be picked up between 2:50 and 3:00pm from the classroom. Kid Time has before and after school child care services available next door at Millcreek Elementary. If interested, call Tara Manwaring 215-932-1764. Details available at www.KidTimeFitness.com.

Year-end statements will be provided for each family every January for tax purposes.

Sign in/out Procedures:

Children must be signed in and out daily by a parent/guardian or those you've listed on your emergency form that have permission. 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.

Outside play is part of our daily routine. Please dress your child appropriately for the weather. We go out if the temperature is between 25 and 90 degrees (including windchill and heat index). If it is raining, sleeting, very windy, or there is an air quality alert, we will stay indoors.

Child observations/Assessments: This 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 30 days of enrollment and once per additional year to ensure that educational benchmarks are being met. All findings are shared with parents/guardians through parent/teacher conferences.

Transitioning:

Into Pre-K: Our Open House occurs each August. This is a time for new families to see the classroom, meet the teachers, ask questions, and fill out paperwork. Families coming into the program after the start of school will be offered a private tour for the same purpose. Whenever a child begins our program, they are oriented to the classroom over the first few days.

Within Pre-K: When a child moves from activity to activity throughout the day, this is a type of transition. Some children find this difficult. During circle time each morning, the days' activities are discussed. In addition, children are notified with a few minutes warning that an activity is

ending and which new one is beginning. For example: "In 3 minutes, we will be cleaning up to get ready for lunch."

Exiting Pre-K: Special Kindergarten readiness activities occur in the spring. This includes a visit with the children to "the big school." 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. It is preferred that your child's teacher be notified prior to your visit so that she may incorporate your visit into the program day. Because building is locked, you must call your child's teacher to be let in the building during times not designated as normal drop off or pick up times.

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.
- *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** to 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 team

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

Pat Chelius: 267-566-4612 TheGull12@yahoo.com

Tobe Brownstein: 215-208-2469 Jnoble8@verizon.net