

**Kid Time LLC**  
**Before/After School & Summer Camp Child Care Program**  
**Bristol Parent Handbook**  
**2025**

**Background:**

Kid Time LLC was established in 2004. In 2014, the company expanded into Bristol Township School District. By 2017, we opened school age locations at all three Bristol Twp elementary schools. In 2020, Kid Time Cares opened, providing childcare for non-school-aged children.

**About the Program:** We have locations at Mill Creek Elementary in Levittown, Brookwood Elementary in Levittown, and Keystone Elementary in Croydon, PA. Our Summer Camp alternates between the three elementary schools.

2024: Brookwood. 2025: Mill Creek. 2026: Keystone.

These programs offer students the opportunity to receive quality care focusing on fun & fitness activities. These programs offer 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  
3710 Green Lane  
Levittown, PA 19057  
215-315-8350

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 8<sup>th</sup> St, Suite 501  
Phila, PA 19107

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

**Program Services:**

**Before School:** care will include games and activities; an opportunity for breakfast (not provided); and reading time.

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

**Summer Camp:**

Themed weeks, outdoor games, dress-up days, water play, special visitors, lots of crafts, etc. All meals are provided at no extra charge. Registration will take place Feb 1 to May 1 of each school year with limited spots available. Please refer to the Procure Newsletters during that time for sign-up information.

*Kid Time Cares: Infant ~ Pre-K: see Kid Time Cares Parent Handbook*

**Staff:**

All staff are required to have criminal and child abuse background checks, FBI fingerprinting and National Sex Offender Registry clearances. In addition, all staff have current training in First Aid, CPR, AED, & Fire Safety. Additional professional development trainings are also required and vary annually.

**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.

**Parent Behavior**

Parents, or anyone designated to pick up a child, are required to behave in a manner that fosters the ideal environment for child growth and development. Inappropriate language and threats will not be tolerated. Parents may not verbally or otherwise abuse their child or anyone else while at Kid Time. Parents may not address other parents about child behavior. Parents are not to smoke/vape on school premises. Parents are not to hold the door open for another parent if unrecognized. Parents may not visit any parts of the school not designated as Kid Time space. All concerns are to be brought to the attention of the Kid Time site manager. Repeat offenses can result in child being dismissed from Kid Time.

**Hours/Days of Operation:**

Open every school day 7:00am to start of school and end of school until 6:00pm

Full days of operation: 7:00am to 6:00pm

Kid Time’s extended days of operation include most teacher in-service days, and some

holidays: Rosh Hashanah, Yom Kippur, etc. For complete details, please see Calendar on Before/After School page of website: [www.KidTimeFitness.com](http://www.KidTimeFitness.com)

**Snacks/Lunch: (no nuts please)**

Before school: breakfast is not provided (child may bring breakfast)

After school: a nutritious snack with beverage is provided.

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

For Summer Camp: Lunch and snack are provided daily at no extra charge.

Your child is welcome to bring their own food. **No nuts please.**

**Fees:**

Before School Care: \$15/child/day (or \$75/week)

After School Care: \$17/child/day (or \$85/week)

Half Day Fee: \$29

Full Day Fee: \$44

Summer Camp: \$44/day

*Note: infant ~ Pre-K fees are located in the Kid Time Cares Payment Agreement*

Kid Time accepts state assistance: Child Care Works/CCIS/ELRC (formerly Apple).

For eligibility, visit: <https://elrc-csc.org/region-16/>

We are also partnered with Bucks County Children & Youth.

**Annual Registration Fee:**

\$25/family

**Sibling Discount:**

There is no sibling discount at this time.

**Payment Policies:** Payment is due each week for services rendered. Invoices will be generated each Mon for the previous week's services using the Procure app. The Kid Time manager will assist you with setting up your account. Year-end statements will be available on the app each January for your tax return needs. Please be sure to read your Procure messages in a timely manner in order to stay current with announcements.

**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 \$1/min late fee will be charged for any child 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.

**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.

Photos of our students are utilized in monthly newsletters and facebook pages sent only to our closed group. If a parent/guardian wishes to opt out of photo usage, simply put your preference in writing and deliver to the Kid Time site manager (see below).

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.

### **Contacts:**

**Mill Creek:** Kaity Seuffert 215-620-6437 [Kaity@KidTimeFitness.com](mailto:Kaity@KidTimeFitness.com)

**Brookwood:** Vicki Rodriguez 267-254-0712 [Vicki@KidTimeFitness.com](mailto:Vicki@KidTimeFitness.com)

**Keystone:** Sherree Emenhizer: 267-739-0758 [Sherree@KidTimeFitness.com](mailto:Sherree@KidTimeFitness.com)

**Summer Camp:** Vicki Rodriguez 267-254-0712 [Vicki@KidTimeFitness.com](mailto:Vicki@KidTimeFitness.com)

**Kid Time Cares:** Nicole Filer or Kellie Herron 215-315-8350 [Nicole@KidTimeCares.com](mailto:Nicole@KidTimeCares.com);  
[Kellie@KidTimeCares.com](mailto:Kellie@KidTimeCares.com)

Directors/Owners Tara Manwaring [Tara@KidTimeFitness.com](mailto:Tara@KidTimeFitness.com)

Laura Gancarz: [Laura@KidTimeCares.com](mailto:Laura@KidTimeCares.com)

## 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/lockdown* 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** 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 staff