

Central Bucks Community School
School Age Child Care
Parent Handbook
2022-2023



Register Online
By Monday, August 15, 2022
to start the first day of school, August 29, 2022

Registration and Information is available at:
www.cbsd.org

Central Bucks Community School
16 Welden Drive
Doylestown, PA 18901

Phone: 267-893-5702/5703
E-Mail: childcare@cbsd.org
Fax: 267-893-5850

Equal Opportunity Care Provider

2022-2023



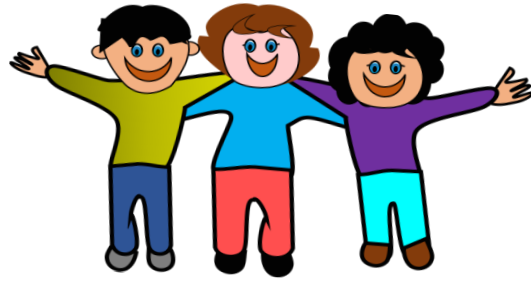
Please call your childcare site with all attendance schedules.

Let your Supervisor know the best way to contact you; **call/e-mail!**

Barclay	215-768-5107
Bridge Valley	267-718-1560
Buckingham	215-651-7821
Butler	215-651-7826
Cold Spring	215-651-7171
Doyle	215-651-7869
Gayman	215-768-5106
Groveland	215-651-3610
Jamison	215-768-5108
Kutz	215-651-7874
Linden	215-651-7891
Mill Creek	267-454-8062
Pine Run	267-893-5716
Titus	215-651-7898
Warwick	215-768-5109



Mission



*Our program is designed to provide children with a safe environment that **enhances** social and emotional development in a **nurturing atmosphere** of fun and creativity. Our school-based program is a natural continuation of your child's day to **benefit the parent, child and community.***



Eligibility

- **Children in Grades K through 6 will be accepted into the program**
- **AM Kindergarten** may attend the **Before School Program**
- **PM Kindergarten** may attend the **After School Program**
- **There is no coverage during the school day.**

Parents of children with disabilities will be asked to complete the "Request for Eligibility Information" form (under section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act) and also complete the "Release and Waiver of Liability" form. The Community School will analyze the information and address modification issues to ensure a successful experience for the child.

A disability as defined by an IEP, and IFSP, a written behavioral plan that has been determined by a licensed physician, licensed psychologist or certified behavior analyst, a chronic health condition diagnosed by a licensed physician, physician's assistant or CRNP or an illness due to an infectious agent. (see Inclusion Policy)



Parent Expectations



Parents can expect a program that provides the following:

- 1) Safe, supervised alternative to children going home to unsupervised home environments
- 2) Variety of unique enrichment and learning activities
- 3) High quality, affordable child care program for elementary age children in a neighborhood school setting
- 4) Highly qualified and experienced child care staff
- 5) Courteous office staff ready to serve your clerical needs
- 6) Variety of enrollment options



Child Expectations



The child can expect a program that provides the following:

- 1) Safe, friendly, nurturing environment
- 2) Flexible, varied choices of activities which may include drawing/coloring, crafts, tabletop/card games, cooking, sports (appropriate shoes required), computers, building, outdoor play (dress pertinent to weather conditions), movies and a nutritious afternoon snack
- 3) Playmates their own age and/or grade
- 4) A supervised homework time is available each day (this is not a time for one on one tutoring)

Parents are encouraged to share their talents in the child care setting!



Enrollment Options

Our Child Care Programs are held at each elementary school, which provides a smooth transition from classroom to program.

Full Time

Monday through Friday

Before and/or After School 7:00AM-9:00AM and/or 3:00PM-6:00PM

Part Time

ANY 4 days per month and/or ANY 8 days per month

Before and/or After School 7:00AM-9:00AM and/or 3:00PM-6:00PM

*Notify site/school prior to attendance

*All Days must be used within the month. Days may not be carried over.

*More than 8 days per month is full time

*Limited to regular school days (excluding half days)

Half Day Program

Early Dismissal Days - Noon until 6:00 PM

The Half Day Fee is included in Full Time After School tuition.

Bring lunch and drink (cafeteria's are closed)

Please Note: Part time days cannot be used for the Half Day Program!



PIN #'s have been assigned to both parents and emergency contacts for pick up and drop off.

Adults (18 yrs. or older) must use their PIN# to electronically sign in/out at all programs and supply proper ID to staff when requested. Parents can find their PIN #'s and Emergency Contact PIN #'s in their account under "Personal". Please notify your emergency contacts of their PIN #'s.

DO NOT share your PIN #'s with anyone!



Online Registration Information



New registrations to the Child Care Program **MUST include** the signed **registration form**, signed **parent agreement form**, **child health assessment (including doctors signature, date of exam and immunization information)**, and **medical dispensing form/medication log (if necessary)**.

Information to register online is on the Central Bucks School District website, **www.cbsd.org**

- Under "Departments" Click on Community School and then click on Before/After Child Care
- If you are an "Existing Member" or a "New Member" please click the appropriate link
- Under "Child Care" you can see the following:
 - a) Parent Handbook
 - b) Health Assessment
 - c) Medical Dispensing Form and Log (if your child needs medication during program hours)
 - d) IEP plans (if your child has an IEP from the district)



Monthly Tuition

A non-refundable registration fee of \$55.00 is required at the time of registration for each child.

Payments can be made online through your SchoolCare account using a check/credit card or you can mail checks (payable to CB Community School) to the Community School office.

	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>
Full Time AM/PM (Before & After School)	\$365	\$342	\$307
Full Time AM (Before School)	\$209	\$185	\$168
Full Time PM (After School)	\$267	\$243	\$209

<u>Part Time—AM</u>		<u>Part Time—PM</u>	
PTAM4 — 4 mornings per month	\$80	PTPM4 — 4 afternoons per month	\$105
PTAM8 — 8 mornings per month	\$120	PTPM8 — 8 afternoons per month	\$170

Half Day Early Dismissal \$50.00 (see calendar)-pre-registration required

Half day tuition is included in Full Time AM/PM & Full Time PM registrations!

Monthly Tuition is due the first of each month for that month. A \$25.00 late fee will be charged for late payments.



Half Day

Half Day Program Information

*Pre-registration required

\$50.00 per days attended

The Half Day program is held at your Child Care School Site on dates listed below:

October 31, 2022

March 14, 2023

December 2, 2022

March 27, 28, 2023

December 12, 13, 2022

June 15, 2023

*Half day program is included in F/T AM/PM and F/T PM registrations.

If you are registered part time and use a half day you will be charged the half day fee.

Dates subject to change according to the Central Bucks School District calendar.

***After 6:00 PM, a late charge will be assessed at the rate of \$2.00 per minute.
Excessive late pick-ups may jeopardize your position in the Program.***



Changes to enrollment will be made only upon receipt of **written notification** sent to the Community School Office.

E-mail: childcare@cbsd.org

OR

Fax: # 267-893-5850

*For staffing needs and the safety of the children, please limit enrollment changes.



Billing Procedures

Invoices will be e-mailed monthly on or about the 15th and are due on the 1st of each month. Payments can be made online or set up "Auto Pay" through your account. Parents registering for "Auto Pay" are authorizing monthly credit card charges and must change expiration dates when necessary.

When paying by check, Please note child's name. There will be a \$15.00 charge for all returned checks. A \$25 *late* fee will be assessed on each account with a past due balance. A child's sick days due to hospitalization or a contagious illness will be credited. In these cases, a physician's note should be submitted to the Community School office. Credit will not be given for days missed due to vacation.

*Participation in the program is dependent upon regular monthly payments. The Community School Office reserves the right to terminate child care services on delinquent accounts.

Tax Information

At the end of the calendar year you can obtain a statement by logging into your account. It can be found under "Payment Summary".



Financial Assistance



The Central Bucks Community School works in conjunction with the Early Learning Resource Center (ELRC). If you need financial assistance for child care please contact:

Early Learning Resource Center Region 16
333 N. Oxford Valley Road, Suite 402-403
Fairless Hills, PA 19030
215-486-2524

**If your child receives free or reduced lunch
please contact the Community School Office at
267-893-5703 for financial assistance.**



Policies

Attendance Policy

Children must be signed in/out every day by an adult using their designated PIN#'s, (18 yrs. or older) as a requirement of the Central Bucks Community School. Children's attendance schedule must be reported in advance by calling the child care site. Children will only be released to guardians and emergency contacts listed on the Registration Form. A photo ID may be required. If any doubt exists, the child will not be released into the person's custody and the parent will be notified.

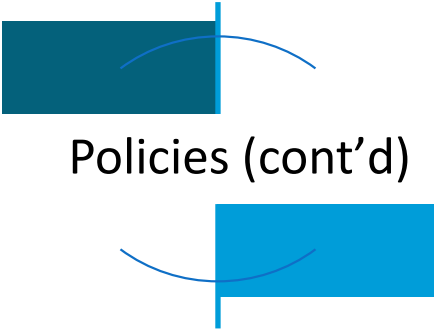
Absences must be reported to your School Age Child Care site directly. Numbers for each site are listed in the front of this brochure. If your child is expected and does not report, staff will take immediate action to locate the child. If that fails, the authorities will be called to locate your child. If the authorities have to be contacted twice in a school year, participation in the program will be terminated.

Parental Consent Policy

In case of illness or emergency, the School Age Child Care personnel or assigned personnel will secure the services of a doctor, if necessary, as instructed by parent. Medical information and personal data will be used only when necessary to protect a child's well being. Parents consent to photographs taken: they are the property of the C.B. Community School and may be reproduced and published, free of any claim on the part of the parent.

Non-Custodial Parents

The Central Bucks Community School will provide the non-custodial parent with access to their child's Community School records and other related information. If there is a **court order** specifying that there is to be no contact with the child, it is the responsibility of the custodial parent to provide the Community School with a certified copy of the court order.



Policies (cont'd)

Homework Policy

Each child care program will provide a time and place for homework. We encourage homework be reviewed by parents for accuracy. Homework time is based on Central Bucks School District guidelines.


***Tutor's and Tutoring is prohibited in the School Age Child Care program.**

Emergency Information Policy

As a requirement of the Department of Public Welfare, The parent will authorize that the Central Bucks Community School will follow procedures for the safety of the child by signing/ completing the Parent Agreement Form.

All children must have a "local" emergency contact (*other than Parents*) on file including phone and address. All emergency information must be completed prior to admission. It is the responsibility of the parent/guardian to inform the Central Bucks Community School of any changes. **Current phone numbers are essential in the event of an emergency with your child.** We will always attempt to reach parents first in the case of an illness or accident.

In the case of an accident, the parent is contacted. Once the accident is assessed, the proper emergency procedures are followed (administer first aid, obtain emergency medical care, or transfer to the hospital). The Child Care Program will keep the child comfortable until the parents arrive. The staff will complete an accident report to be submitted to the Central Bucks Community School Office.



Policies (cont'd)



Health Assessment Policy

The Central Bucks Community School will be following the Health regulations mandated by the Central Bucks School District.

A current physical/immunization record signed by a physician is due at the initial entry into the Program and then again entering 6th grade.

The Child Care Program must be alerted to any special health and/or medical conditions concerning the child and any disabilities or special needs identified for the child.

Medication Policy

The Community School abides by the medication policy established by the Central Bucks School District. As a legal requirement: The Parent must supply the **medical dispensing form/action plan**, signed by a physician, and the **medication log**, signed by the parent, must accompany any medication that is to be administered to a child in our School Age Child Care Program. The Medical Dispensing form is to be used for prescription and non-prescription drugs. ***Medication must be in the original container.**

The school nurses are not on duty during our child care hours.

****Inclusion Policy****

In order to support your child in our school age child care program we will be requesting copies of IEP's. (Individual Education Program) and will be meeting with teachers and guidance counselors to continue quality improvement.

****Electronic Devices****

The Central Bucks Community School is not responsible for lost/damaged devices brought to the program. Use of these devices are at the discretion of the Site Supervisor.



Closing Information



Inclement Weather Closings

School delays – The child care program **will open at regular time. 7:00AM**

Early Dismissals - The child care program **will be available**

**For the safety of our children and staff please pick up as soon as possible.*

School cancellation - The child care program will **NOT be available**

School closings are announced as follows:

www.cbsd.org

Text Alerts

CB Mobile APP (APP Store)

FaceBook

@CBSDInfo on Twitter

E-Mail

Comcast Channel 28

Verizon Channel 40

Channels 3, 6, 10 and 29

KYW (1060AM)

Non-Weather Related Emergency Closings



In case of a Non-Weather Emergency, the following procedures will go into effect:

All students will leave the school by bus, picked up by parent/guardian, or walk (as chosen on the parent agreement form). Announcements, with respect to early dismissal, will be made as broadly as possible (text, email, web site, phone chain, etc.).



Behavior Guidelines

We cultivate a positive social climate where relationships can be built among peers, staff and students. We believe that effective management of behavior starts with rewarding the appropriate behaviors while also intervening with consequences that are directly related to the inappropriate behavior.

Our Program:

- Focuses on positive behavior
- Recognizes children for appropriate behaviors
- Promotes and Foster social skills and interactive play
- Provides clear and concise expectations visibly posted and verbally reminded
- Post daily schedules for predictable routines
- Provides adaptation for individual needs when necessary



A fun place to play, learn and grow



Disciplinary Policies

Prevention of Behavioral Problems

Staff will teach and reinforce appropriate social and behavioral skills to help decrease problem behaviors and foster a positive climate. Each individual program develops expectations for appropriate behavior in the Child Care Program.

Program's Concept of "Disciplinary Problems"

A serious disciplinary problem is defined as one in which a child is hampering the smooth flow of the program by either requiring constant one-on-one attention, inflicting physical or emotional harm on other children, physically or verbally abusing staff, or is unable to conform to the rules and guidelines of the program.

Disciplinary Exclusion Policy

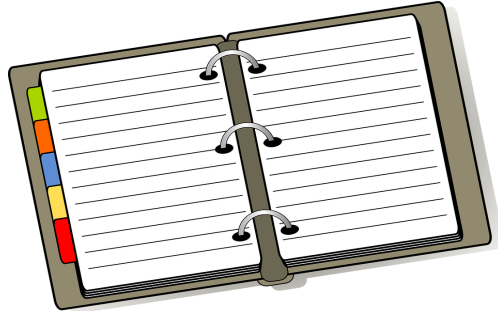
Participation in the Child Care program is a privilege. The Community School reserves the right to exclude any child from the program for any inappropriate behavior. Tuition paid in advance will be refunded.

Procedures to Deal with Disciplinary Problems

1. Assess the program to see if any of the child's needs are being overlooked.
2. Assess the physical environment, including activities, schedules, and social groupings to see if any of them can be adapted to help improve the child's behavior.
3. Assess the way expectations (rules) are being explained and the types of consequences that are in place for the inappropriate behavior.
4. A conduct report based on "Central Bucks Disciplinary Procedures and Responsibilities" will be discussed with the child and family using three levels of misbehavior.
5. Ongoing informal communication with families and at least one formal conference with the program coordinator seeking their help in moving the child toward successful participation.
6. After utilizing all the above procedures, parents will be informed that the staff, as a means to solve the problem, will document subsequent incidents. There will be communication with school personnel as an effort to resolve the child's behavior problems. (if permitted by the family)
7. A contract addressing specific behaviors and their specific timetables indicating that failure may lead to termination by a specific date determined by the program coordinator.
8. Termination, in the event that none of these strategies are successful.



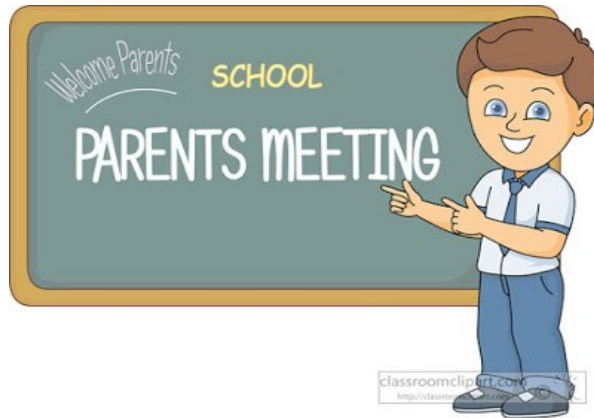
Services Available to Parents



Parent/Communication

Parents can use the communication book to leave messages for the staff concerning your child or to make appointments to discuss any concerns you may have about the program. Any suggestions are welcomed!

Let your Supervisor know the best way to contact you; **Call or e-mail!**



On Site Meetings

Supervisors are available for an on-site, one on one meeting upon request.



Parent Checklist

- ☐ **Signed/Dated Registration and Parent Agreement Form**
- ☐ **Current Health/Immunization Record**
Entry into the Program and 6th Grade
- ☐ **Medical Dispensing Form/Action Plan**
and **Medication Log** if necessary
- ☐ **IEP Form** if applicable

***Keep Parent Handbook in a convenient location for quick reference!**

You can register for the Child Care Program at any time. In order to start the first week of school, all signed forms and physical must be submitted to the Community School Office before Monday, August 15, 2022

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Doylestown, PA 18901
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