

Central Bucks Community School
School Age Child Care
Parent Handbook
2024-2025



Register Online
by Monday, August 16, 2024
First day of school, September 3, 2024

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

Central Bucks Community School
16 Welden Drive
Doylestown, PA 18901

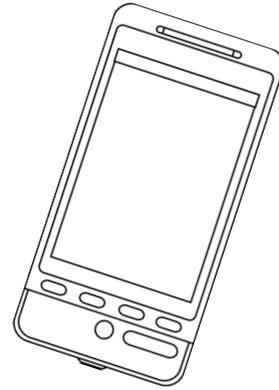
Phone: 267-893-5702/5703

E-Mail: childcare@cbsd.org

Fax: 267-893-5850

Equal Opportunity Care Provider

Site Contact Numbers



Please call your childcare site with all attendance schedules.

Let your Supervisor know the best way to contact you; call/email!

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 are 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.





Parent Expectations of the Program

Parents can expect a program that provides the following:

- 1) Safe, supervised alternative to children going home to an unsupervised environment.
- 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 of the Program

The child can expect a program that provides the following:

- 1) Safe, friendly, nurturing environment.
- 2) Flexibility and various choices of activities from drawing/coloring, crafts, tabletop 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 (We do not offer one on one tutoring)



A fun place to play, learn and grow



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

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)

*Part time days cannot be used for the Half Day Program

****After 6:00 PM, a late charge will be assessed at the rate of \$2.00 per minute.***

PIN#'s will be 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 each program 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

Register online at Central Bucks School District website, www.cbsd.org

Under "Departments" Click on Community Service, Community School-Child Care, Before/After Child Care.

If you are an "Existing Member" or a "New Member" please click the appropriate link and follow the prompts.

All registrations must include the **signed Registration form, signed Parent Agreement form** and **Child's Physical with immunizations.**

Under "Before and After School Care Program" you can find the following:

- a) Parent Handbook
- b) Health Assessment Form
- c) Medical Dispensing Form and Medication Log
- d) IEP (if applicable)



Monthly Tuition

A non-refundable registration fee of \$60.00 per child is required at the time of registration.

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>Full Time</u>	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>
Full Time AM/PM (Before & After School)	\$406	\$385.70	\$365.40
Full Time AM (Before School)	\$233	\$221.35	\$209.70
Full Time PM (After School)	\$297	\$282.15	\$267.30

<u>Part Time—AM</u>		<u>Part Time—PM</u>	
PTAM4 — 4 mornings per month	\$89	PTPM4 — 4 afternoons per month	\$117
PTAM8 — 8 mornings per month	\$133	PTPM8 — 8 afternoons per month	\$189

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!

After 6:00 PM, a late charge will be assessed at the rate of \$2.00 per minute.



Half Day

Half Day Program Information

*Pre-registration is required

\$50.00 per days attended

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

September 30, 2024

January 28, 2025

October 31, 2024

March 14, 27, 28 2025

November 25, 26 2024

June 13, 2025

December 4, 2024

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

*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.

Please provide a packed lunch as school Cafeterias are closed.

***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.***



All Changes to enrollment must be in writing and sent to the
Community School Office at **childcare@cbsd.org**

*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 by check or online with a credit card. "Auto Pay" through your account is available. Parents registering for "Auto Pay" are authorizing monthly credit card charges .

A \$25 late fee will be assessed on the 10th of each month. There is a \$15.00 charge for all NSF returned checks.

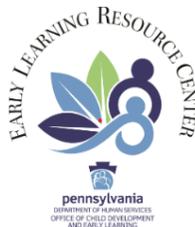
*Participation in the program is dependent upon regular monthly payments. The Community School Office reserves the right to terminate child care services on delinquent accounts.

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

FREE OR REDUCED LUNCH

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 C.B. 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 will 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.

Sick Policy

If your child is sick they are not to attend the Child Care Program. A child's absence due to hospitalization can be credited. In this case, a physician's note should be submitted to the Community School office.

Toileting

If a child requires toileting assistance, prior approval is required.

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.

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.**



Policies (cont'd)



Emergency Information Policy

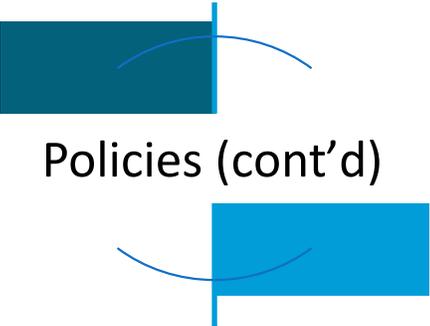
As a requirement of the Department of Public Welfare, The parent will authorize that the Central Bucks Community School will follow procedures for the safety of the child by signing the Parent Agreement Form. All emergency information must be completed prior to admission.

All children must have a "local" emergency contact (*other than Parents*) on file including phone and address. We will always attempt to reach parents first in the case of an illness or accident. The emergency contact will be called if we cannot reach either parent.

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.

It is the responsibility of the parent/guardian to inform the Community School of any changes. **Current phone numbers are essential in the event of an emergency.**





Policies (cont'd)



Health Assessment (Physical)

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 Community School Office 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, and must be accompanied with medication that is to be administered to a child in our 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. The Community School will analyze the information and address modifications to ensure a successful experience for the child.

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 – Will be addressed via the below announcements

EARLY DISMISSAL - The child care program **will be available**

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

SCHOOL CANCELATION - 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

@CBSInfo on Twitter

E-Mail

Non-Weather Related Emergency Closing



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 rules coincide with the rules of the School.

Our Program:

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

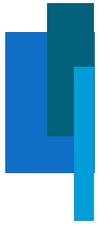


Parent Behavior Expectations:

With Children: At no time, should a parent attempt to approach a child or attempt to discipline/discuss any situation that may have occurred. Parents must confer with the coordinator or Supervisor about any concerns they have regarding other children.

With Staff: Parents should respect the staff and have positive communication at all times. Any threatening tone will not be tolerated and could be subject to staff calling the authorities.

*See Disciplinary Policies on the following pages.



Disciplinary Policies

Discipline is a joint effort on the part of the staff, child, and parent.

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 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 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.

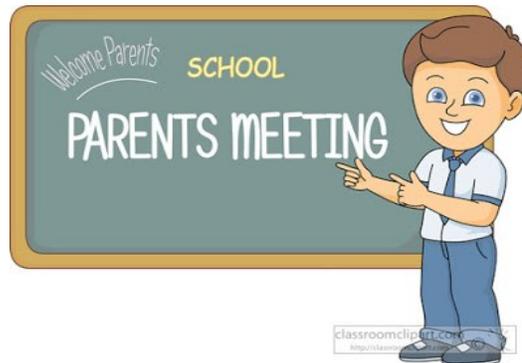


Services Available to Parents

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.

Contact us

CB Community School
16 Welden Drive
Doylestown PA 18901

Email: childcare@cbsd.org
Phone: 267-893-5702/5703



Parent Checklist

- Register at CBSD.ORG**
Departments, Community Services, Community School Child Care,
Before and After Care
- Sign/Date Registration &
Parent Agreement Forms**
- Current Health/Immunization Record**
School Age Physical 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 16, 2024

Central Bucks Community School 16 Welden Drive Doylestown, PA 18901
Phone: 267-893-5702/5703 E-mail: childcare@cbsd.org Fax: 267-893-5850

We are an Equal Opportunity Care Provider