2020-2021
Child Care

Central Bucks Community School
School Age Child Care
Parent Handbook

Register Online
By Monday, August 17, 2020
to start the first day of school, August 31, 2020.

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
2020-2021

Please call your childcare site with all attendance schedules.
Let your Supervisor know the best way to contact you; call/e-mail!

<table>
<thead>
<tr>
<th>Site</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barclay</td>
<td>215-768-5107</td>
</tr>
<tr>
<td>*Bridge Valley</td>
<td>267-718-1560</td>
</tr>
<tr>
<td>Buckingham</td>
<td>215-651-7821</td>
</tr>
<tr>
<td>*Butler</td>
<td>215-651-7826</td>
</tr>
<tr>
<td>Cold Spring</td>
<td>215-651-7171</td>
</tr>
<tr>
<td>Doyle</td>
<td>215-651-7869</td>
</tr>
<tr>
<td>Gayman</td>
<td>215-768-5106</td>
</tr>
<tr>
<td>Groveland</td>
<td>215-651-3610</td>
</tr>
<tr>
<td>Jamison</td>
<td>215-768-5108</td>
</tr>
<tr>
<td>Kutz</td>
<td>215-651-7874</td>
</tr>
<tr>
<td>Linden</td>
<td>215-651-7891</td>
</tr>
<tr>
<td>Mill Creek</td>
<td>267-893-5717</td>
</tr>
<tr>
<td>Pine Run</td>
<td>267-893-5716</td>
</tr>
<tr>
<td>Titus</td>
<td>215-651-7898</td>
</tr>
<tr>
<td>Warwick</td>
<td>215-768-5109</td>
</tr>
</tbody>
</table>

*These sites are also Day Off Locations.*

Please make a note of the Day Off cell phone number if your child/children will be using the Day Off Program. Be prepared to show a photo ID for Day Off pick up.

All medications need to be brought to and picked up at the Day Off site by the parent along with medical dispensing forms and medication logs.
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)
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

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

**Full Time**  Monday through Friday  *More than 8 days per month is full time*

*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.**
- *Limited to regular school days (excluding half days and days off)*

*Notify site/school prior to attendance*
*All Days must be used within the month. Days may not be carried over.*
*Limited to regular school days (excluding half days and days off)*

**Our School Age Child Care Programs are held at each elementary school for a smooth transition from classroom to program.**

**Half Day Program**  *$48.00*

- Early Dismissal Days - Noon until 6:00 PM
- **Fee Included in Full Time Before/After School and Full Time After School Tuition**
- Provided at your regular before/after school site
- Bring lunch and drink (no cafeteria service)

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

**Day Off Program**  Bridge Valley—Butler  *$71.00  Pay only for days attended!*

- Full Day Child Care at 2 selected sites 7:00 AM until 6:00 PM
- Pre-registration required
- Bring lunch and beverage (no cafeteria service)
- Parents must provide medication in the original container and the medical dispensing form/medication log to the Day Off Program Supervisor.
- Any special concerns should be discussed with staff

**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 also located in your account under your Personal Information.

**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 Child Care Program
- 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

<table>
<thead>
<tr>
<th>Payments can be made online through your account using a check/credit card or you can mail checks (payable to CB Community School) to the Community School office.</th>
<th>1st Child</th>
<th>2nd Child</th>
<th>3rd Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time AM/PM (Before &amp; After School)</td>
<td>$344</td>
<td>$322</td>
<td>$289</td>
</tr>
<tr>
<td>Full Time AM (Before School)</td>
<td>$197</td>
<td>$175</td>
<td>$158</td>
</tr>
<tr>
<td>Full Time PM (After School)</td>
<td>$251</td>
<td>$229</td>
<td>$197</td>
</tr>
</tbody>
</table>

Half day program included in Full Time AM/PM & Full Time PM registrations only!

<table>
<thead>
<tr>
<th>Part Time—AM</th>
<th>Part Time—PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTAM4 — 4 mornings per month $76</td>
<td>PTPM4 — 4 afternoons per month $99</td>
</tr>
<tr>
<td>PTAM8 — 8 mornings per month $114</td>
<td>PTPM8 — 8 afternoons per month $160</td>
</tr>
</tbody>
</table>

| Half Day (see calendar) per half day - pre-registration required | $48 |
| Day Off (see calendar) per day - pre-registration required | $71 |

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 Program Information
*Pre-registration required

$48.00 per half day

The Half Day program is held at your regular Before/After School Site as listed below:

September 18, 2020
October 30, 2020
December 2,10,11,23, 2020
February 12, 2021
March 12,25,26, 2021
April 30, 2021
June 11,14 2021

Your Part Time Enrollment does not include the half day program!
If you are registered part time and use a half day you will be charged the Half Day fee.

**Half day program included in Full Time AM/PM and Full Time PM registrations.

Day Off Program Information
*Pre-registration required

$71.00 per day

The Day Off Program is held at 2 sites:

**Bridge Valley  **Butler**
September 28, 2020
November 3, 2020
March 5, 2021
April 1,5, 2021
May 18, 2021

If you are registered for Day Off you are only charged for days used.

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.

Please send your notification by:

E-mail: childcare@cbsd.org

OR

Fax: # 267-893-5850

* For 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 you can set up “Auto Pay” through your account. **Please note child’s name on payment if sending check by mail!** 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.**

**There will be a $15.00 charge for all returned checks.**

***Parents registering for “Auto Pay” authorizing monthly credit card payments **MUST** change expiration dates when necessary.***

- 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 yearly statement by logging into your account 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
215-486-2525

**If your child receives free or reduced lunch please contact the Community School Office at 267-893-5705 for further 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 Central Bucks 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)

**Evaluation Policy**

The Site Supervisor will provide a Child Service Report annually to the parents of those children who are registered or attend the School Age Child Care Program at least 15 hours per week. As outlined by the Department of Public Welfare, this report will address the child’s growth and development in the context in which services are being provided.

**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 outside the School Age Child Care program are prohibited.**

**Emergency Information Policy**

As a requirement of the Department of Public Welfare, all children must have current “local” emergency information on file. There must be at least one emergency contact listed other than parents. We always attempt to reach parents first in the case of illness or an accident. It is the responsibility of parent/guardian to inform the Community School of any changes; current phone numbers are important in the event of an emergency with your child. All emergency information must be completed prior to admission. The parent authorizes the Central Bucks Community School by completing/signing the “Parent Agreement Form”, to follow proper procedures for the safety of the child. In the case of illness, the parent is contacted to pick up the child. The Child Care Program will keep the child comfortable until parent arrives. In the case of an accident, the parent is contacted. Once the accident is assessed, proper emergency procedures are followed (i.e. administer first aid, transfer to a hospital or obtain emergency medical care). The staff will complete an accident report to be submitted to the Central Bucks Community School Office.
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 at entry into 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: A 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.

Medication must be in the original container. The Medical Dispensing form is to be used for prescription and non-prescription drugs.

Please make note of this policy if your child also attends the Day Off Program!

***Parents are responsible for supplying medical dispensing forms and medication to our staff. The school nurses are not on duty during our program 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)

We will be meeting with teachers and guidance counselors to continue quality improvement.
Inclement Weather Closings

**School delay:** the child care program will **open at regular time, 7:00AM**

**Early dismissal:** the child care program **will be immediately available**

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

**When school is cancelled, 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

The Child Care Program will **not be available** when the schools are closed due to any emergency other than inclement weather.

**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, phone chain, web site, etc.).

**Electronic Devices**

The Central Bucks Community School is not responsible for any lost electronic devices brought to the Program. Use of these devices are at the discretion of the Site Supervisor.
The PAX Good Behavior Game is implemented throughout our programs as a positive behavior tool. Each program uses parts of the PAX Good Behavior Game that works with their site.

Below are some of the benefits in using this program.

The PAX program is:

- Designed for all children
- Focuses on positive behavior
- Helps to make the program a positive place for children
- Recognizes children for appropriate behaviors
- Results in fewer disruptions and interruptions in the program
- More time for activities and learning
- Fewer behavior problems in the program
- An improvement in the well-being of children with special needs
- Be concise and positive

“Penn State University, PAXIS Institute and Johns Hopkins University”
Prevention of Behavioral Problems

Staff will teach and reinforce appropriate social and behavioral skills to help decrease problem behaviors and foster a positive program 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 being offered for both appropriate and 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 of the above procedures, parents will be informed that the staff, as a means to solve the problem, will document subsequent incidents. Communicate with school personnel in 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.
Parent/Communication

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
- Medical Dispensing Form 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 17, 2020.

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Doylestown, PA 18901
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E-mail: childcare@cbsd.org
Fax: 267-893-5850

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