

CENTRAL BUCKS  
COMMUNITY SCHOOL  
SCHOOL AGE CHILD CARE  
2011-2012

Parent Handbook



Must be registered by July 29, 2011  
to start the first week of school!  
Registration information is available at:

[www.cbsd.org](http://www.cbsd.org)

(click Community School)

**Some Sites May Reach Capacity**

**Prior to July 29, 2011**

CENTRAL BUCKS COMMUNITY SCHOOL

16 WELDEN DRIVE

DOYLESTOWN, PA 18901

PHONE: 267-893-5705

E-MAIL: [CHILDCARE@CBSD.ORG](mailto:CHILDCARE@CBSD.ORG)

Equal Opportunity Care Provider



## MISSION STATEMENT

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 1 through 6 will be accepted into the program.

**AM Kindergarten** may attend the Before School Program and **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.

## 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), "G" rated videos, afternoon snack and afternoon supervised homework time  
**Homework time is based on CBSD guidelines.**
- 3) Playmates their own age and/or grade  
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
- Nutritious afternoon snack provided according to USDA requirements
- Adult (18 yrs. or older) must sign child "in" for Before School and "out" for After School and supply proper ID to staff when requested

### **Part Time Program (4 or 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
- **Limited to regular school days  
(excluding half days and days off)**

- 4 days per month **OR** 8 days per month
- Nutritious afternoon snack provided according to USDA requirements
- Adult (18 yrs. or older) must sign child "in" for Before School and "out" for After School and supply proper ID to staff when requested
- Part time days cannot be used for half days

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

**No transportation is necessary. Only on site activities are offered.**

## ENROLLMENT OPTIONS (CONT'D)

### Half Day Program

- Early Dismissal Days  
Noon until 6:00 PM
  - **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)
  - Nutritious afternoon snack provided according to USDA requirements
  - Adult (18 yrs. or older) must sign child "out" of the half day program and supply proper ID to staff when requested
- \*Please Note: Part time days cannot be used for half days!***

**Day Off Program** (any special concerns should be discussed with staff upon drop off)

- Full Day Child Care at 3 selected sites  
7:00 AM until 6:00 PM
  - Pre-registration required (2 week notice for new enrollment)
  - Bring lunch and beverage (no cafeteria service)
- \*Please pack peanut free lunch/snack for the safety of some children diagnosed with peanut allergies.***
- Nutritious snack provided according to USDA requirements
  - **Pay only for days attended**
  - Adult (18 yrs. or older) must sign child "in" and "out" at the Day Off site and supply proper ID to staff when requested

**Transportation must be provided by parent/legal guardian to the Day Off Program.**

## ENROLLMENT INFORMATION

All **enrollment packets** sent to the Community School office for registration **MUST include** the **registration form, parent agreement form, child health assessment, medical dispensing form (if necessary) with the non-refundable registration fee.** If re-registering please call the Community School office to check the status of your child's physical.

Changes to enrollment will be made only upon receipt of written notification sent to the Community School Office and will be effective the first of the following month.

**Fax: # 267-893-5850**

**E-mail: [childcare@cbsd.org](mailto:childcare@cbsd.org)**

**\*\*\*Sending e-mail to the webmaster will delay a response**

**We cannot guarantee the change if notification is sent to the site staff.**

If the Community School office does not receive your change in writing you will be financially responsible.

Please Note:

For the safety of the children, please limit changes to one per year!

Depending on the situation, a leave of absence can be granted for one month. Please call the Community School office to request a leave of absence, per approval from the Child Care Coordinator.

**MONTHLY TUITION**

**Before School Program begins at 7:00AM ends at 9:00AM—After School Program begins at 3:00PM ends at 6:00PM.**

**A registration fee of \$30.00 is required at the time of registration for each child.**

**Monthly Tuition is due the first of each month for that month. A \$20.00 late fee will be charged for late payments.**

<u>Full Time</u>	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>
Full Time AM/PM (Before & After School)	\$285	\$275	\$245
Full Time AM (Before School)	\$150	\$140	\$125
Full Time PM (After School)	\$200	\$180	\$155

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

<u>Part Time—AM Only</u>	<u>Part Time—PM Only</u>
PTAM4 — 4 mornings per mo. \$40	PTPM4 — 4 afternoons per mo. \$ 60
PTAM8 — 8 mornings per mo. \$80	PTPM8 — 8 afternoons per mo. \$120

**You cannot use part time days for the half day program!**

***After 6:00 PM, a late charge will be assessed at the rate of \$1.00 per minute and will be added to the monthly statement.***

**HALF DAY AND DAY OFF PROGRAMS**

**Half Day Program Information**

**Pre-registration required**

**\$30.00 per half day**

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

November 1, 2011

January 20, 2012

March 30, 2012

June 8, 2012

**You cannot use part time days for the half day program!**

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

**Day Off Program Information**

**Pre-registration required**

**\$45.00 per day**

**\*You will be charged Day Off fees only if you use the Day Off!**

The Day Off Program is held at the following sites:

**Bridge Valley   Butler   Cold Spring**

September 29, 2011

November 21, 22, 23, 2011

January 23, 24, 2012

April 4, 5, 2012

**\*\*\*Dates subject to change according to the district calendar approved by the school board!**

## BILLING PROCEDURES

Invoices will be mailed monthly on or about the 15th and are due on the 1st of each month.

**Please note child's name on payment!** A **\$20 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.

**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.**

**\*Credit will not be given for days missed due to vacation.**

**\*\*\*PLEASE NOTE: There will be a \$10.00 charge for all returned checks.**

\*\*\*Parents authorizing monthly credit card payments **MUST** inform the Community School Office with new expiration dates when necessary.

### **Tax Information**

**\*All invoices should be kept for income tax purposes.**

A tax letter with your total paid for the calendar year will be sent by the Community School office for your convenience by January 31st.

## FINANCIAL ASSISTANCE

The Central Bucks Community School works in conjunction with the Department of Public Welfare and the CCIS of Bucks County (APPLE Child Care). If you need financial assistance for child care please contact these agencies:

CCIS of Bucks County  
APPLE Child Care  
70 W. Oakland Avenue , Suite 102  
Doylestown, PA 18901  
215-348-1283



Department of Public Welfare  
State Office Building  
1400 Spring Garden Street  
Philadelphia, PA 19130  
800-346-2929

**If these agencies do not meet your needs  
or 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 (18 yrs. Or older) as a requirement of the Central Bucks Community School. Children's attendance in the Part Time program must be reported in advance by calling the child care site. Children will only be released to parents, legal guardians, or designated persons listed on the Registration Form. A photo ID may be required of any person picking up a child. If any doubt exists, the child will not be released into the person's custody and the parent will be notified.

**Habitual late pick-ups may jeopardize your position in the School Age Child Care Program.**



Absences **MUST** be reported to your School Age Child Care site **directly**. Numbers for each site are listed in the back of this brochure. If your child is expected and does not report, staff will take the appropriate measures to speak to the child's parent or legal guardian. **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.

**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.



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 signed by a physician is due at the initial entry in the School Age Child Care Program and then again at entry into 6th grade. Parents are urged to have the 6th grade physicals submitted prior to October 15th of the year that they are due. 6th Grade exams may be completed any time after September 1st of the prior calendar year.

**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 signed by a physician 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. This 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!**



### **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 Community School must be alerted to any special health and/or medical conditions concerning the child and any disabilities or special needs identified for the child. 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.

### **Homework Policy**

Each child care program will provide a time and place for homework. This homework period does not replace a regularly established study and homework time when parents can review school assignments with their child. Children will not be forced to do their homework.

**Homework time is not an occasion for tutoring.  
Homework time is based on CBSD guidelines.**



## **Inclement Weather Closings**

**The Central Bucks School District closing number is 755.**

**\*\*\*If there is a one or two hour delay, the child care program will open at regular time, 7:00 AM.**

**If school is closed, the child care program is also closed.**

School closings are announced as follows:

- Central Bucks School District website  
**[www.cbsd.org](http://www.cbsd.org)**
- Comcast Cable Channel 28
- Verizon Cable Channel 40
- TV stations: 3, 6, 10
- Radio Station: KYW(1060AM), **OR** call the Central Bucks News Line anytime before 8:00 AM for updated information at:

**267-893-2000 press 6**

\*Please Note: If school is dismissed early due to inclement weather the child care program will be available until all children are picked up.

**Your attention to an early pickup on these days is important!**

## **Non-Weather Related Emergency Closings**

**The Child Care Program will not be available** in the event that a situation occurs where the schools are to be closed due to some type of 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 (phone chain, website, media announcements, etc.).



## DISCIPLINARY BEHAVIORAL GUIDELINES

The following is an account of the policies and procedures involved in handling and reporting behavioral problems in the School Age Child Care Program. It should be noted that it is a privilege to attend the School Age Child Care Program and appropriate behavior should be encouraged and fostered both at the program and at home.

### **Six Key Elements of a School Age Child Care Program:**

**Children's Basic Needs:** recognition, attention, freedom from fear, autonomy and food

**Physical Environment:** traffic patterns, room arrangement, furnishings and use of space

**Activities and Schedules:** what is taking place, the duration and sequence in which it is taking place

**Social Groupings:** the size and composition of groupings and how the groups are formed

**Rules:** the way expectations for appropriate behavior are communicated (or not communicated)

**Consequences:** the way positive behaviors and undesired behaviors are (or are not) reinforced

DISCIPLINARY BEHAVIORAL  
GUIDELINES (CONT'D)

**Communicating Expectations About  
Appropriate Behavior:**

- Be concise and positive.
- Put rules in writing and post them prominently.
- Ask parents to assist in clarifying important rules.
- Make only rules the staff plans to respect.
- Be sure discussion of rules in a large group is only the beginning.
- Clarify expectations immediately prior to specific activities.
- Provide individual guidance for individual children.



**“Discipline in School Age Care: Control the  
Climate, Not the Children”.**

by Dale Borman Fink



**DISCIPLINARY BEHAVIORAL  
GUIDELINES (CONT'D)**

**Prevention of Behavioral Problems**

Each individual program will begin with questions about the first four program elements in an attempt to control the climate, not the children. This sets a very positive tone for any program. Once the time and thought have been invested into these program elements, it will be necessary to develop an understanding of expectations for appropriate behavior and communicate these expectations to participants in the School Age 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.

DISCIPLINARY BEHAVIORAL  
GUIDELINES (CONT'D)

**Procedures to Deal with Disciplinary Problems**

1. Assess the program to see if any of the child's basic 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.



**Please call your childcare site with all attendance information.**

Barclay	215-768-5107
* <b><u>Bridge Valley</u></b>	267-718-1560
Buckingham	215-651-7821
* <b><u>Butler</u></b>	215-651-7826
* <b><u>Cold Spring</u></b>	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	267-893-5717
Pine Run	267-893-5716
Titus	215-651-7898
Warwick	215-768-5109

**\*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 upon Day Off pick up.



## **Parent/Communication Book**

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!

## **Parent Surveys**



The Central Bucks Community School office will be sending out surveys to be completed by the parents to help us improve the child care program.



## **Parent Meet and Greet**

We will also have a meet and greet for our families at each site which will include meeting staff and discussing the program.

Check your site for the date!

## **On Site Registration**



Office Staff will be on site in the spring and available to assist parents in registering for the subsequent school year .

**P A R E N T   C H E C K   L I S T**

**No Faxed Registrations will be accepted!**

- Completed Registration Form (Writable)**
- Current Health Assessment Form**  
Must be signed and dated by physician  
Must include the date of the exam  
Medical Dispensing form if necessary
- Parent Agreement Form**  
Check access blocks, sign and date
- \$30.00 registration fee is due with each registration**

**\*\*\*Keep Parent Handbook in a convenient location for quick reference! Enrollment is on a first come first serve basis!**

**To start the child care program the first week of school, all information and the registration fee must be submitted to the Community School Office by Friday, July 29, 2011.**

**For further information call 267-893-5705  
or  
e-mail at [childcare@cbsd.org](mailto:childcare@cbsd.org)**