

**2016-2017  
Child Care**



# Central Bucks Community School School Age Child Care Parent Handbook

You can register for the Child Care Program at any time but your child must be registered before Friday, August 12, 2016

to start the first day of school!

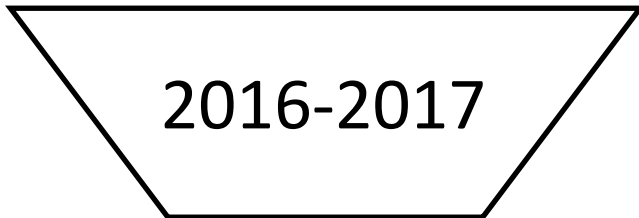
Registration information is available at:

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

Central Bucks Community School  
16 Welden Drive  
Doylestown, PA 18901

Phone: 267-893-5705  
E-Mail: [childcare@cbsd.org](mailto:childcare@cbsd.org)  
Fax: 267-893-5850

**Equal Opportunity Care Provider**



**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
* <b><u>Bridge Valley</u></b>	267-718-1560
Buckingham	215-651-7821
* <b><u>Butler</u></b>	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	267-893-5717
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 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.**

## 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 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.

## 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



**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)**

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

**Half Day Program** \*\$40.00

- \* 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)

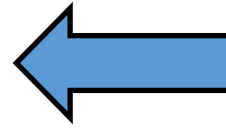
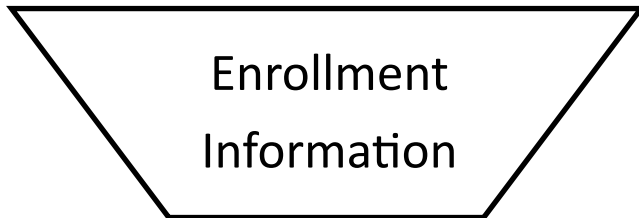
**\*Please Note: Part time days cannot be used for the Half Day Program!**

**Day Off Program** Bridge Valley—Butler \*\$60.00 **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

**Adult (18 yrs. or older) must sign child "in" / "out" at all sites and supply proper ID to staff when requested if I-Pads are not available.**

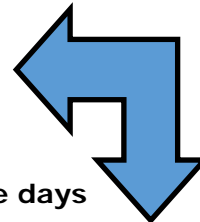
**Coming Soon To All Sites  
Electronic Sign In and Sign Out using PIN System**



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 is on the Central Bucks School District website, [www.cbsd.org](http://www.cbsd.org)

- Under "District Links" Click on Community School and Before/After Child Care
- Under "Community School" Click on School Age Child Care  
This screen displays Child Care Information with the links to:
  - a) Child Care Parent Handbook
  - b) Registration Form
  - c) Health Assessment
  - d) Medical Dispensing Form (if your child needs medication during program hours)
  - e) Parent Agreement Form



**\*\*\*You cannot gram!**

**use part time days for the half day pro-**

A non-refundable registration fee of \$40.00 is required at the time of registration for each child.

**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.**

	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>
<u>Full Time AM/PM (Before &amp; After School)</u>	\$310	\$290	\$260
<u>Full Time AM (Before School)</u>	\$175	\$155	\$140
<u>Full Time PM (After School)</u>	\$225	\$205	\$175

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

<u>Part Time—AM</u>	<u>Part Time—PM</u>
PTAM4 — 4 mornings per month \$65	PTPM4 — 4 afternoons per month \$ 85
PTAM8 — 8 mornings per month \$100	PTPM8 — 8 afternoons per month \$140
<u>Half Day</u> (see calendar) per half day - pre-registration required \$40	
<u>Day Off</u> (see calendar) per day - pre-registration required \$60	

**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



Day Off

### Half Day Program Information

\*Pre-registration required

**\$40.00 per half day**

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

November 21, 22, 2016  
December 23, 2016  
January 25, 2017  
March 31, 2017  
June 13, 2017

**You can-** **not**  
**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.

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

### Day Off Program Information

\*Pre-registration required

**\$60.00 per day**

The Day Off Program is held at 2 sites:

**Bridge Valley**    **Butler**

October 3, 12, 2016  
November 8, 2016  
February 16, 17, 2017  
April 13, 17, 2017

\*with the possibility of June 14, 15, 16, 2017  
TBD

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 and will be added to the monthly statement.*

**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.**

**Please send your notification by:**

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

**OR**

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

**\* For the safety of the children, please limit enrollment changes!**

Written notification must be provided for all enrollment changes and leaves of absence (1 month) per approval from the Child Care Coordinator.

## Billing Procedures

Invoices will be e-mailed monthly on or about the 15th and are due on the 1st of each month. **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 \$10.00 charge for all returned checks.**

\*\*\*Parents registering for "Auto Pay" authorizing monthly credit card payments **MUST** enter their account to 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**

\*\*\*All invoices should be kept for income tax purposes. At the end of the calendar year you can obtain a yearly statement by logging into your account.

## Financial Assistance

The Cen-  
works in  
County

tral Bucks Community  
conjunction with CCIS of  
(APPLE Child Care). If you need financial  
tance for child care please contact:

CCIS of Bucks County  
APPLE Child Care

70 W. Oakland Avenue, Suite 102  
Doylestown, PA 18901

215-348-1283



School  
Bucks  
assis-

**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.**

Ab-

sences **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 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.

## 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.**

# Policies (continued)



## Health Assess-

## ment 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/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!**

### Emergency Information Policy

**\*\*\*The Elementary Schools do not share information with the School Age Child Care Program. Parents are responsible for supplying medical dispensing forms and medication to our staff.**

As a requirement of the Department of Public Welfare, all children 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 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.



## Policies (continued)

### Inclement Weather Closings

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

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

**School is cancelled:** the child care **program will not be available**

**Register for text alerts at [www.cbsd.org](http://www.cbsd.org): Parent Resources**

**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)
- Central Bucks News Line anytime before 8:00 AM for updated information at:  
**267-893-2000 press 6**



**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, web site, media announcements, etc.).

### **Electronic Devices**

The Central Bucks Community School is not responsible for any lost electronic devices (ipod, itouch, ipad, Kindle etc.) brought to the Child Care Program. Use of these devices are at the discretion of the Site Group Supervisor.

# Behavior Guidelines

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

*“Penn State University, PAXIS Institute and Johns Hopkins University “*

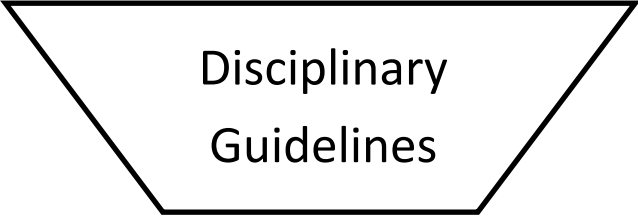


## Communicating Expectations About Appropriate Behavior:

- 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 Guidelines

## **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.

## **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.

# Services Available To Parents



## 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.



# 2016-2017 Child Care Calendar

\*All dates are subject to change according to the school calendar

~~X~~ No School—No Child Care

## August 2016

Su	Mo	Tue	We	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

08/31/16—First Day of School

## September 2016

Su	Mo	Tue	We	Thu	Fri	Sat
				1	2	3
4	<del>5</del>	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	24	25
26	26	27	28	29	30	

## October 2016

Su	Mo	Tue	We	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
<del>23</del> 30	<del>24</del> 31	25	26	27	28	29

10/03/16—Rosh Hashanah—Day Off Program  
10/12/16—Yom Kippur—Day Off Program

## November 2016

Su	Mo	Tue	We	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	<del>23</del>	<del>24</del>	<del>25</del>	26
27	28	29	30			

11/08/16—Election Day—Day Off Program

11/21/16, 11/22/16—Half Day Program

## December 2016

Su	Mo	Tue	We	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	31

12/23/16—Half Day Program

## January 2017

Su	Mo	Tue	We	Thu	Fri	Sat
1	<del>2</del>	3	4	5	6	7
8	9	10	11	12	13	14
15	<del>16</del>	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

01/25/2017—Half Day Program

## February 2017

Su	Mo	Tue	We	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<del>20</del>	21	22	23	24	25
26	27	28				

02/16/17, 02/17/17—Day Off Program

## March 2017

Su	Mo	Tue	We	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

03/31/17—Half Day Program

## April 2017

Su	Mo	Tue	We	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	<del>14</del>	15
16	17	18	19	20	21	22
<del>23</del> 30	24	25	26	27	28	29

04/13/17, 04/17/17—Day Off Program

## May 2017

Su	Mo	Tue	We	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	<del>29</del>	30	31			

## June 2017

Su	Mo	Tue	We	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

06/13/2017—Half Day Program—Last Day

# Parent Checklist

**Completed Online Registration**  
Included **Parent Agreement Form**

**Current Health Assessment Form**  
Must be signed and dated by physician  
Include date of exam and immunization  
information

**Medical Dispensing Form** and  
**Medication Log** if necessary

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

**You can register for the Child Care Program at any time but to start the first week of school, all information and the registration fee must be submitted to the Community School Office before Friday, August 12, 2016.**

Central Bucks Community School  
16 Welden Drive  
Doylestown, PA 18901  
Phone: 267-893-5705  
E-mail: [childcare@cbsd.org](mailto:childcare@cbsd.org)  
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