

# **NORTH PENN SCHOOL DISTRICT EXTENDED CARE PROGRAM**

## **PARENT HANDBOOK 2019-2020**



### **PHILOSOPHY**

The goal of the North Penn Extended School Care (NPESC) Program is to provide an affordable before and after school program for elementary age students, in a safe environment, in which students' social, emotional and physical development is enhanced through fun, creative and challenging quality activities as a natural extension of the students' day.

### **NPESC BELIEF STATEMENTS**

The NPESC Program is centered upon the belief that:

- an Extended School Care Program should incorporate specific program objectives that complement and enhance the school program,
- program activities should be safe, engaging and age-appropriate and should strengthen problem-solving and critical thinking skills.

## POLICY STATEMENT

Admissions, the provision of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/parent/client who believes he/she has been discriminated against may file a complaint with any of the following:

### North Penn Extended School Care Program

North Penn School District  
401 East Hancock Street  
Lansdale, PA 19446  
(215) 853-1039

### Commonwealth of PA Department of Human Services

Bureau of Equal Opportunity  
Room 225, Health and Welfare Building  
P.O. Box 2675  
Harrisburg, PA 17105

### Pennsylvania Human Relations Commission

Philadelphia Regional Office Center  
110 North 8th Street, Suite 501  
Philadelphia, PA 19107

### Commonwealth of PA Department of Human Services

Bureau of Equal Opportunity  
Southeast Regional Office  
801 Market Street  
Suite 5034  
Philadelphia, PA 19107

### U.S. Department of Health and Human Services

Office of Civil Rights  
Suite 372, Public Ledger Building  
150 S. Independence Mall West  
Philadelphia, PA 19106-9111

## PROGRAMS

The NPESC Program is open to children residing in the NPSC who attend kindergarten through sixth grade at any of the thirteen North Penn elementary schools. The program operates according to the North Penn School District calendar.

### BEFORE SCHOOL CARE

The program begins at 7 am and runs until the start of school. Children may participate in arts and crafts, recreational activities and the breakfast program. Breakfast will be served at 8:35 am with the exception of Bridle Path and Walton Farm, where it will be served at 8:10 am.

### AFTER SCHOOL CARE

The after school program begins at school dismissal time and ends promptly at 6 pm. Activities include scheduled homework/quiet time, snack, arts and crafts, sports and games, table top games, clean up time and special events and projects.

### DAILY SCHEDULE\*

#### Before School Care

7:00 am	Staff arrive/prepare activities
7:00-7:30 am	Children arrive/activity time
7:30-8:00 am	Staff directed activities
8:00-8:30 am	Large group activities
8:30-8:35 am	Clean-up
8:35 am	Breakfast**

#### After School Care

2:30 pm	Staff arrive (Bridle Path & Walton Farm)
3:00 pm	Staff arrive/prepare afternoon activities
3:00-3:45 pm	Children arrive/sign in
3:45-4:15 pm	Homework/quiet time
4:15-4:30 pm	Snack
4:30-5:30 pm	Staff and child directed activities
5:30-6:00 pm	Clean-up/table games

*\*Schedules may vary based on school hours and on the interests of the children in the program.*

*\*\*Children attending before school care at Bridle Path and Walton Farm will be served breakfast at 8:10 am.*

## REGISTRATION

Registration for the upcoming school year is held each spring. Please check [www.npenn.org](http://www.npenn.org) for the starting date, times to register and fees for the next school year.

Registration for the NPESC Program is accepted on a first come, first served basis at the Educational Services Center, door 3. A \$75 deposit, per child is required, at the time of registration. Prior to attendance at our program the following forms must be completed and on file in the NPESC Office:

1. Application Form
2. Emergency Contact/Parental Consent Form
3. Fee Agreement
4. Child Health Appraisal

Records may be transferred to another program, at the request of the custodial parent.

Parents selecting a two, three or four day fixed schedule must specify days of attendance at the time of registration. No additional fees will be incurred for early dismissals which fall on your child's regularly scheduled afternoons.

Families requiring a flexible schedule will be assessed a monthly administrative fee of \$20, per child. An additional \$10 per day will be assessed to those whose flexible afternoons fall on early dismissal days. Schedules must be submitted to the Extended School Care Office by Friday at noon for the upcoming week.

Additional days may be purchased by families with fixed or flex schedules on a space available basis, with a minimum of 5 business days notice.

## PAYMENTS

**All payments are due by the first of the month, September through May, as long as a child is enrolled in the NPESC Program.** Payments should be made to the NPESC Office at the Educational Services Center, door 3 or given to the NPESC site director, in the form of a check or money order. Checks should be made payable to *North Penn Extended School Care*. Mailed checks (please do not mail cash) must be received, not postmarked, by the first of the month and should be sent to:

### NPESC Program

North Penn School District  
401 E. Hancock Street  
Lansdale, PA 19446-3960

Credit card payments may be made by using EduTrak. Please visit [www.npenn.org](http://www.npenn.org), click on the "For Families" tab, then "Extended School Care" for more information. Online credit card payments must be made by the first of the month to be considered on-time. Online credit card payments made after the first of the month will be assessed a \$25 late payment fee (due to the processing time). On-time payments may be made at the office and program location by check, money order or cash up until the 5th of the month. A late fee of \$25 will be charged for check, cash or money

order payments received any later than the 5th of the month. All outstanding payments will result in the discontinuation of Extended School Care services effective the 15th of that month. To be reinstated accounts must be made current, including required deposit amounts, unless other arrangements are made in writing and approved by the NPESC Coordinator.

Fees are based on a 180 day school calendar. Care is billed in nine equal payments September through May. Students enrolled after April 1<sup>st</sup> will receive a prorated bill for the month of June. A fee of \$30 for each returned check (e.g. insufficient funds, closed account) will be charged and will be due immediately. Following two returned checks, future payments must be made by money order, cash or credit card.

A deposit of \$75 per child is required at the time of registration. Deposits will be refunded or deducted from the last month of care when 30 days advance written notice of termination is given by the parent. Failure to give such notice will result in the loss of the enrollment deposit.

Changes in a child(ren)'s schedule must be requested in writing by the 14<sup>th</sup> of the month. Changes approved by the NPESC Coordinator will be instituted on the first of the next month of care.

A sibling discount of 10% will be offered to the second child enrolled in the program from the same family. A 30% discount will be offered to the third and fourth child.

There will be no reductions in fees for snow days or normal illnesses (of children or parents) or other situations of personal leave which may prevent attendance.

## **HOMEWORK POLICY**

Homework time will be provided at each site for one half hour each afternoon. Parents will be given the option to have their child begin his/her homework at the after school program. A student who is not required by his/her parents to begin homework will have the option to participate in quiet activities until the homework time is completed. Staff will be available to provide basic assistance and answer questions.

## **BREAKFAST/SNACKS**

The breakfast and snack menus will be distributed and posted at each site. All menus will be planned by the NPSD School Nutrition Services Coordinator. Please inform the NPESC Coordinator and the site director, in writing, of any food allergies or special dietary needs that your child may have. A cold breakfast will be served on mornings when school has a delayed opening.

## **EARLY DISMISSALS**

Children should report to the assigned meeting place when schools are dismissed early. Program participants will be admitted on their regularly scheduled afternoons. Parents wishing to add early dismissal care should contact the NPESC Office for more information.

## **IN SERVICE DAY CARE: 2019-2020 DATES**

Full day care is available from 7 am–6 pm, at selected sites on days when schools are closed on the following dates:

September 30, 2019	January 20, 2020
October 9, 2019	February 14, 2020
November 4, 2019	April 8, 2020
November 27, 2019	April 9, 2020

## **SCHOOL HOLIDAYS - 2019/2020 NPESC PROGRAM WILL NOT OPERATE ON:**

September 2, 2019	Labor Day Holiday
November 5, 2019	Election Day
November 28-29, 2019	Thanksgiving Holiday
December 23-31, 2019	Winter Holiday
January 1, 2020	New Year's Holiday

February 17, 2020  
April 10-13, 2020  
April 28, 2020  
May 25, 2020

Presidents' Holiday  
Spring Break  
Election Day  
Memorial Day

## **SNOW DAYS**

When snow storms are predicted look to NPTV (Comcast 28 and Verizon FIOS 29), NPSD website at [www.npenn.org](http://www.npenn.org), NPSD Facebook, NPSD Twitter or listen to KYW1060 for number 303.

**If NPSD is closed, the NPESC Program will not operate.**

**If NPSD has a delayed opening, the program will operate as follows:**

1-Hour Delay	before school program opens at 8 am
2-Hour Delay	before school program opens at 9 am
3-Hour Delay	before school program opens at 10 am

**Unscheduled early dismissals: If weather conditions worsen and schools close early, parents will receive a notification call via the emergency notification system to note that the NPESC Program WILL CLOSE TWO HOURS AFTER THE EARLY DISMISSAL TIME. A late fee of \$1 per minute will be assessed to any parent arriving after the two hour dismissal time.**

## **STAFFING AND SUPERVISION**

Each of our 13 sites are supervised by a site director who holds a degree in education or human services. The staff site team includes additional teachers, people who have experience working with children, college students and others who are genuinely interested in the development and welfare of elementary school students.

We strive to meet a ratio of one staff person to 12 students up to third grade and one staff person to 15 students in 4<sup>th</sup>-6<sup>th</sup> grades. We follow the guidelines of the Pennsylvania Department of Human Services.

## **COMMUNICATION**

Parents will be notified of any events or activities that may be offered throughout the school year through the NPESC Program and site newsletters, flyers and postings on the parent boards at each site.

It is the responsibility of each parent to communicate, in advance of care, any special needs or requirements his/her child may have to the NPESC Coordinator and the site director. If your child has an IEP which you feel would be beneficial to share with the site staff, you may submit a copy to the Extended School Care Office.

If at any time a parent has a question or concern regarding the program, he/she should immediately address the site director or contact the NPESC Coordinator at the Educational Services Center. If the parent feels that he/she cannot express a concern at the site in a calm manner, he/she should contact the NPESC Office at the Educational Services Center.

Please contact the office or your site director to schedule a conference.

## **COMMUNICATING WITH NPSD**

**E-Matters:** This newsletter keeps the NPSD community informed of upcoming events, current issues affecting the district

**Social Media:** NPSD offers several ways families can receive updates from the district. Check us out on:



Like NPSD on Facebook [www.facebook.com/NorthPennSD](http://www.facebook.com/NorthPennSD)



Follow NPSD on Twitter at @NPSD

## PERSONAL BELONGINGS

The NPESC Program carefully selects equipment and play materials for each site. We request that your child not bring toys, money or items of great personal value, as they may become lost or broken. Please label all clothing, backpacks, etc. with your child's name.

## SIGN IN/SIGN OUT PROCEDURE

To be admitted into your child's school, please ring the doorbell or buzzer. Door numbers and program locations are listed in the parent newsletter that is included with your bill. Children must be signed in and out by an adult on a daily basis. Children may be released to individuals other than parents, only if they are listed on the emergency contact form that is signed by the children's parent or guardian. Staff members will ask for photo ID before releasing your child until they are familiar with your pick up arrangements. If someone comes to pick up your child who is not on the list or does not have photo ID, we will not release your child. Custodial parents cannot be excluded from the parent pick up listing, unless the NPESC Program has a certified copy of a court order on file restricting the parent from contact with his/her child.

NPESC employees are not permitted to sign your child in or out or to transport your child to or from the program.

When dropping off and picking up children, parents should park in the designated parking spaces, not in the fire lanes.

## LATE PICK UP

Our program closes promptly at 6 pm. Please make every effort to contact the site by phone if you are running late, as staff and your child(ren) will begin to worry if you have not arrived on time. A late fee of \$1 per minute will be charged to any parent arriving after 6 pm to pick up his/her child. This fee will be due without argument to the NPESC Office at the Educational Services Center within three business days. Repeated lateness may result in expulsion from the program. If a child remains in our care after 7 pm, the local police department will be contacted to take custody of your child.

## EMERGENCY PROCEDURES

In the event of a fire or other emergency, which prevents us from safely sheltering children at the school building, parents will be contacted via the information on their child(ren)'s emergency contact form. Parents will be provided with the name, address and phone number of the temporary location to which their child(ren) has been taken.

If the safe return to the school building becomes possible, parents will again be notified by phone, of our return to the original school building.

## ILLNESS

If a child becomes ill during our program hours, we will separate him/her from the group and make him/her as comfortable as possible until his/her parent arrives. If the site director feels that a child is too sick to remain in our care, a parent will be notified to pick up the child. If a parent cannot be reached, an emergency contact person will be phoned to ensure the sick child's early departure. We follow the Caring for our Children health and safety standards as recommended by the American Academy of Pediatrics.

## INJURY

In the case of a minor injury, our staff will administer first aid and complete an accident report as needed. If an injury or illness requires medical attention, but does not require immediate care, we will contact parents, who will arrange for medical care. In cases of serious injury or illness, an ambulance will be called to transport the child to the nearest hospital. Parents will then be called. A staff person will remain with the child until a parent has arrived. In the event that a parent cannot be reached, an emergency contact person will be called.

## MEDICATION

The dispensing of medication to students by the NPESC site director shall be rendered only as prescribed by physicians. In the event that a student is directed by a physician to take medication during Extended School Care hours, the site director will administer such medication when:

1. Prescription medication is in its original container,
2. Written instructions from physician are provided on label,
3. Label of container identifies name of child for whom medication is intended,
4. A parent has completed the Permission to Administer Medication Form at the site,
5. The parent has supplied the medication, meeting the above regulations, to the site director.

**If your child has a severe allergy, which requires an EpiPen to be kept on hand at all times, an allergy action plan completed by your physician must be submitted to our office, along with the EpiPen with a prescription label, in advance of care.**

**If your child has asthma which requires that an inhaler be kept on hand at all times, an asthma action plan completed by your physician must be submitted to our office in advance of care. An inhaler with a prescription label must be provided to staff in advance of care.**

## DISCIPLINE

Students and parents are required to follow the rules and regulations of the North Penn School District. The NPESC Coordinator (or a designee) reserves the right to exclude any child from the program for any behavior deemed inappropriate by program staff. Parents will forfeit any tuition monies paid for the month in which a suspension of services or an expulsion may occur. Monies paid in advance will be refunded when a child is expelled from the program.

## QUESTIONS, COMMENTS, CONCERNS

The NPESC Program takes pride in their services and welcome's feedback. Please contact the site director with any questions, comments or concerns. You may also contact the NPESC Coordinator at 215-853-1038.

## TIPS FOR A SUCCESSFUL NPESC EXPERIENCE

- ▶ Make each payment on time, by the 1<sup>st</sup> of each month.
- ▶ Double check dates that NPESC and NPSD is closed.
- ▶ Keep an eye on closings during inclement weather. If school closes early due to weather, the program will remain open for two hours - it will NOT stay open until 6 pm.
- ▶ Read the monthly NPESC communications.
- ▶ Do not send valuable personal belongs with your child(ren).
- ▶ Keep your emergency contact information up-to-date.
- ▶ Pick up your child(ren) no later than 6 pm.
- ▶ Discuss child(ren)'s Allergy Action Plan with site director.
- ▶ Register for NPESC Summer Camps!
- ▶ Contact the NPESC Site Director or NPESC Coordinator with any questions or concerns.