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 Heath 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 NPSD 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

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 am</td>
<td>Staff arrive/prepare activities</td>
</tr>
<tr>
<td>7:00-7:30 am</td>
<td>Children arrive/activity time</td>
</tr>
<tr>
<td>7:30-8:00 am</td>
<td>Staff directed activities</td>
</tr>
<tr>
<td>8:00-8:30 am</td>
<td>Large group activities</td>
</tr>
<tr>
<td>8:30-8:35 am</td>
<td>Clean-up*</td>
</tr>
<tr>
<td>8:35 am</td>
<td>Breakfast**</td>
</tr>
</tbody>
</table>

After School Care

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:30 pm</td>
<td>Staff arrive (Bridle Path &amp; Walton Farm)</td>
</tr>
<tr>
<td>3:00 pm</td>
<td>Staff arrive/prepare afternoon activities</td>
</tr>
<tr>
<td>3:00-3:45 pm</td>
<td>Children arrive/sign in</td>
</tr>
<tr>
<td>3:45-4:15 pm</td>
<td>Homework/quiet time</td>
</tr>
<tr>
<td>4:15-4:30 pm</td>
<td>Snack</td>
</tr>
<tr>
<td>4:30-5:30 pm</td>
<td>Staff and child directed activities</td>
</tr>
<tr>
<td>5:30-6:00 pm</td>
<td>Clean-up/table games</td>
</tr>
</tbody>
</table>

*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. A registration period will be held first for currently enrolled families, followed by an open enrollment period for new families on a first come, first served basis. Please visit www.npenn.org for registration information and fees. 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 $5/$10 per day will be assessed to those whose flexible afternoons fall on 1-hour/regular early dismissal days.

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.
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, 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 1st 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 14th 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: 2020-2021 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 28, 2020
- November 2, 2020
- November 25, 2020
- January 18, 2021
- February 12, 2021
- March 31, 2021
- April 1, 2021

School Holidays 2020/2021

NPESC Program will not operate on:

- September 4-7, 2020 Labor Day Holiday
- November 3, 2020 Election Day
- December 24-31, 2020 Thanksgiving Holiday
- January 1, 2021 Winter Holiday
- February 15, 2021 New Year’s Holiday
- April 2-5, 2021 Presidents’ Holiday
- May 18, 2021 Spring Break
- May 31, 2021 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, 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 4th-6th 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
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.

In the event of a fire or other emergency, which prevents us from safely transporting your child to or from the program, 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.

Parents will be provided with the name, address and phone number of great personal value, as they may become lost or broken. Please label all clothing, backpacks, etc. with your child’s name.

Emergency Procedures

In the event of a fire or other emergency, which prevents us from safely transporting 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.

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. The 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 be kept on hand at all times, an allergy action plan completed by your physician must be submitted to our office, along with an EpiPen with a prescription label, in advance of care.

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Questions, Comments, Concerns

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