

The Court Time Foundation, Inc.

PARENT HANDBOOK

Our mission for the All Star Learning Program is to provide a fun and safe environment for children to participate cooperatively and independently in educational, leisure and recreational activities. Our goal is to maintain a program that fosters improved self-confidence, self-esteem, leadership and knowledge. We also integrate The Court Time Foundation's purpose to promote health, wellness, and fitness among children. The children will develop these skills by exploring and experimenting using a variety of techniques, experiences, and "hands-on" activities. We encourage them to develop at their own pace and support their desire to be life-long learners.

"Learning is not a spectator sport."

- D. Blocher

The Court Time Foundation, Inc. is licensed by: Commonwealth of Pennsylvania Department of Public Welfare

All Star Programs:

Pre-K/Daycare:

This program is designed to teach and develop the skills necessary to prepare a child for kindergarten within a structured classroom setting, as well as exploring learning through alternate activities & fun play. Sports, science and music are also a vital part of their experiences.

Before & After School Care:

Academic and enrichment components are vital parts of this program. The academic component includes activities appropriate to the child's learning level, as well as homework help for school-age children. The enrichment component includes recreation sports such as soccer, basketball, volleyball, kickball, flag football, etc. and activities such as art, story-telling, board games, music, etc.

Preschool Enrichment:

Add-on program to further enhance your child's learning and better prepare them for kindergarten academics and structure.

Toddler Program:

Early learning fundamentals, active play and socialization skills. Program will also include art, music, individual & group activities.

Summer Program:

This program includes action-packed weekly themes, arts & crafts, sports, science & nature adventures and field trips (when possible) (additional costs apply).

Infant Program:

Nurturing and caring environment. Variety of interaction, play and discovery to aid in the development of physical, emotional and social milestones.

- o The activities listed above will generally take place in one or more of the following contexts, each of which is balanced throughout the day or week:
 - Free choice: The child can choose from several activity options, some relatively unstructured and some that are staff-directed learning centers
 - o **Small group and individual**: The activities available can be done in either small groups or alone (e.g., homework, quiet time, or one on one sports training).
 - o **Project time**: Time set aside for children or youth to begin or return to a long-term project needing specified space, materials, tools, or leadership.
 - Large group: Activities designed for large group participation usually under the leadership of our personal staff (e.g., participate in an active game such as soccer, basketball, etc.).

Registration

Choose the appropriate program(s) for your child(ren), complete the registration packet & submit the non-refundable registration fee(s) to:
 The Court Time Foundation, Inc.

95 Enterprise St. Elizabeth, PA 15037 412-872-4200

Registration forms will not be processed without the program registration fee. <u>Registration forms must be returned</u> to our facility at least 5 business days in advance before a student can attend these programs.

PRE-K/DAYCARE/ENRICHMENT PROGRAM



- 3 5 year olds all children must be toilet-trained
- Monday through Friday, September to May (exact dates vary each year)
- Daycare: 6:30am 5:30pm (Daycare includes Preschool + Enrichment)

FEE STRUCTURE FOR THE SCHOOL YEAR:

We offer Part Time and Full Time options.

There is a 15% discount for a 2nd child (or more) on the full time plan. This discount will be applied to the oldest child(ren). The annual non-refundable registration fee for this program is \$75 per child. You MUST pay full time tuition in order to receive the discount. Paying less than 5 days per week will result in paying the part time rate.

3 & 4 yr old Daycare Program Rates:

Weekly	M/W/F	T/R

\$250

\$170

All Day Care (includes prek + enrich)

*Tuition fees include Breakfast, Lunch and Afternoon Snack daily. Weekly tuition is to pay for your child's spot and will not be adjusted based on the center's closures or your child(ren)'s attendance.

\$75.00 Annual non-refundable Registration Fee per child REQUIRED

\$290

3 & 4 yr old Pre-K & Enrichment Rates:

	Weekly	M/W/F	T/R	
Pre-K & Enrichment	\$145	\$90	\$60	
2024-2025 school year only				

\$75.00 Annual non-refundable Registration Fee per child REQUIRED

INFANT PROGRAM

TODDLER PROGRAM

- 6 weeks 12 mos (move up age to toddlers is approximate)
- Monday through Friday of the school calendar year or full year
- 6:30am 5:30pm

FEE STRUCTURE:

There is a 15% discount for a 2nd child (or more) on the full time plan. This discount will be applied to the oldest child(ren). You MUST pay full time tuition in order to receive the discount. Paying less than 5 days per week will result in paying the part time rate. The annual non-refundable registration fee for this program is \$75 per child. The fees are based on the program, not the child's age.



- 13 mos to 3 yrs old (ages are approximate based on development)
- Monday through Friday of the school calendar year or full year
- 6:30am 5:30pm

FEE STRUCTURE:

There is a 15% discount for a 2nd child (or more) on the full time plan. This discount will be applied to the oldest child(ren). You MUST pay full time tuition in order to receive the discount. Paying less than 5 days per week will result in paying the part time rate. The annual non-refundable registration fee for this program is \$75 per child. The fees are based on the program, not the child's age.

	Weekly	M/W/F	T/R	
Infant Room:	\$330	\$250	\$170	
Young Toddler Room:	\$320	\$250	\$170	
Older Toddler Room:	\$290	\$250	\$170	

^{*}Tuition fees include Breakfast, Lunch and Afternoon Snack daily. Weekly tuition is to pay for your child's spot and will not be adjusted based on the center's closures or your child(ren)'s attendance.

\$75.00 Annual non-refundable Registration Fee per child REQUIRED

BEFORE & AFTER SCHOOL PROGRAM

- Grades K-5
- Monday through Friday of the EF School District calendar year
- Care is offered beginning at 6:30 a.m. until school begins and after the school day until 5:30 p.m.
- There is a 2-day minimum per week. We do NOT offer drop-in services.

FEE STRUCTURE FOR THE SCHOOL YEAR:

Part Time and Full Time options. There is a 15% discount for a 2nd child (or more) on the full time plan. This discount will be applied to the oldest child(ren). You MUST pay full time tuition in order to receive the discount. Paying less than 5 days per week will result in paying the part time rate. The annual non-refundable registration fee for this program is \$75 per child.



Before and After School Program Rates:

	Weekly
Before Care	\$95
After Care	\$95
Before and After Care	\$180

*Tuition fees include Breakfast and Afternoon Snack daily. Weekly tuition is to pay for your child's spot and will not be adjusted based on the center's closures or your child(ren)'s attendance.

\$75.00 Annual non-refundable Registration Fee per child REQUIRED

An additional \$20 fee will be charged for all school delays and early release days to cover the extended hours and an additional \$53-\$64 fee will be charged for all full days, depending on your child's pre-registered schedule. See examples on page 15.

SUMMER PROGRAM



Ages 3-end of 5th grade – all children <u>must</u> be toilet-trained WHEN: mid June through August, Monday through Friday

*These dates subject to vary depending on child's school district start/end dates.

HOURS: 6:30am-5:30pm

EXTRA: field trip(s): additional fees & signed parental permission slips will be required in advance & program t-shirts must be worn on field trips.

FEE STRUCTURE FOR SUMMER:

We offer Part Time & Full Time options, with a minimum of 2 days/week. There is a 15% discount for a 2nd child (or more) on the full time weekly plan. This discount will be applied to the oldest child(ren). The annual non-refundable registration fee for this program is \$75 per child.

**This program is open to all children regardless of school district residency.

Summer Program Rates:

\$290/week \$250 M/W/F \$170 T/R

*Tuition fees include Breakfast, Lunch and Afternoon Snack daily for full day attendance.

Weekly tuition is to pay for your child's spot and will not be adjusted based on the center's closures or your child(ren)'s attendance.

\$75.00 Annual non-refundable Registration Fee per child REQUIRED

YEAR-ROUND CARE of Ages 3 & Up

- Choose one School Year Program + Summer Program
- Ages 3-end of 5th grade all children <u>must</u> be toilet-trained
- Monday through Friday, 6:30am-5:30pm
- Dates subject to vary according to school district's start/end dates.

FEE STRUCTURE: Individual program details will apply as listed. **The annual non-refundable registration fee for this option is \$75 per child.** Only one registration packet is necessary per child – no need to fill out multiple forms again in the summer.

Policies and Procedures

Payments -

**Payments can be made as ACH, Debit Card or Credit Card withdrawls.

All monies are due before a child can participate and stay in the program. Fees are payable the first day of attendance for each week (if paying weekly). You will be charged a \$25 late fee per child if payment is not made on time. There will not be a grace period for your weekly payment. There are no refunds or carry-over balances. We must staff in accordance with registration, therefore unused time is forfeited. There are no exceptions to this policy. Non-compliance with this policy is cause for termination of services.

Returned ACH

A \$30 returned ACH fee PLUS any bank charges incurred by the Program are automatically assessed for any returned ACH. Those individuals who do not redeem their returned ACH or fail to make payments on a timely manner will be terminated from the program.

Check-In/Check-Out Policy

All children must be checked in upon arrival and checked out at pick-up by a parent, guardian or authorized individual. You must park your vehicle in the parking lot, turn off your engine, and sign your child in/out within the daycare premises. Written permission is necessary for anyone other than the parent/guardian to sign a child out from the All Star Learning Programs. Be prepared to show photo identification until the staff recognizes you. All individuals must be 18 years or older to sign out a child. You will need to use the Brightwheel App to sign the children in and out. Parents, guardians or authorized individuals will need to call the office to drop off or pick up your child.



Don't Forget Your ID!

Emergency Contacts & Authorized Pick-up Individuals

Registration forms must have at least one emergency contact, in addition to parents/guardians, to be accepted. Emergency contacts can be friends, neighbors, relatives or co-workers. All individuals must be 18 years or older.

Individual pictures MUST be added to your family's profile on Brightwheel. This includes all emergency contacts and authorized pick ups Pictures of the person picking up MUST be on the app in order for staff to identify.

Student Absence

When your child is unable to attend the Learning Program for any reason, please message us on Brightwheel. Remember you are still responsible for paying for your <u>child's spot</u> while they are absent. You are paying for your child's spot; not their attendance.

Children who are sick cannot attend the programs. Please do not send them to the facility. If a child becomes ill while in attendance, the parents/emergency contact will be notified to pick up the child immediately.

Schedule Changes

Please notify us through Brightwheel of any changes.

Holiday Closures

You are responsible for paying for your child's weekly tuition whether we are open or closed. No weekly tuition rates will be adjusted.

Drop-offs are <u>NOT</u> permitted without prior approval or phone verification.

A \$25 fee will be charged per occurrence for unscheduled attendance.

You must give advance notice of your child's schedule at all times. Their schedule must be turned in no later than the closing of business on Wednesday for the following week. A \$25 fee will be charged for turning the schedule in late. Staff ratios are in place according to prescheduled attendance.

Please notify us of all schedule changes in the Brightwheel app.

**Cancellations, late arrivals or early dismissals within your child's schedule still result in full charges to your child's account. No credits or refunds will be given. You pay for your child's spot, not their attendance.

If your child is in our Before & After School Program and has an early dismissal due to a doctor's appt, illness, etc., please call and let us know not to expect him/her on the bus. Please also notify STA (412-385-2908) of these changes. This is vital to ensure the safety and proper transportation of your child.

Personal Articles Policy

Children are discouraged from bringing toys, sporting equipment, money, valuable items, or pets to any All Star Learning Programs unless prior permission has been given. On predetermined days within the program, children may be permitted to bring personal electronics (hand-held gaming toys, iPods, kindles, etc.). Use of these electronics is only allowed during specified times of the day. If you wish your child to have a cell phone or smart watch for emergencies, the phone must stay in a backpack or in a teacher's possession and only used when permission by the teacher is given. Children are not permitted to share these devices with other children, and misuse of these items will result in loss of use of the device

The program cannot be responsible for any lost, stolen or traded items.

Drop-off & Pick-up

Children respond best when parents/guardians have a brief drop-off and pick-up routine. A smile, hug or a few reassuring words that the child will have a great day and saying you will return is all they need for a simple and smooth transition. Also during these times, children will sometimes see two different authority figures and wonder which rules to follow. Children are expected to adhere to the regular rules of the All Star Learning Program during drop-off and pick-up. Please help us in encouraging them to follow our rules.

Drop-off times for daycare children are from 6:30 a.m. to 9:30 a.m. Children attending after 9:30 a.m. may be turned away if prior notification wasn't received.

Late Pick-Up

The charge for late pick up is \$25 (per child) if pick up after 5:35pm and an additional \$1 for every minute after that. Likewise, late fees will be charged for Enrichment at 12:35pm. Daycare personnel will begin calling the people authorized to pick up the child, beginning with the parents, if the parents have not notified the All Star Learning Program of the late pick-up.

Inclement Weather



The All Star Learning Programs will not be delayed or closed when the schools are delayed/closed due to inclement weather or some other emergency. In case of early school closing due to inclement weather or emergency conditions, the After School Program will also still operate. **Additional fee(s) will be added for this coverage. (examples on pg. 15)

Insurance Policy

All children who participate in the All Star Learning Programs must be adequately insured through a personal health insurance policy. Proof of insurance must be indicated on registration forms in order to be accepted into a program.

Meal Policy

Breakfast, lunch and afternoon snack are provided based on your child's registered program. If you wish to pack a lunchbox with HEALTHY foods for breakfast or lunch, you may do so. Please refrain from sending in sweets and candies on a daily basis. We reserve those treats for birthdays and special occasions. All foods/ drinks MUST be sent in an enclosed lunch box. Children are not permitted to walk into the center eating or drinking-the state deems this as a choking hazard.

Infant Feedings

Infants are fed breast milk or formula (provided by center or parents-see All About Me paper). The infant feeding schedule is to be written out by the parents and any changes are to be communicated to the center in writing. All bottles are to be labeled and kept at the center. The bottles will be heated in a bottle warmer if needed. Any bottles that are 2 hours old after being first served will be discarded.

Our staff will work with each family about starting to feed solid foods according to the CDC guidelines (typically around 6 months of age). These foods can be provided by the center or the parents. Parents are to communicate when solid food feedings start at home.

It is recommended that children at 12 months of age should be transitioned to cow's milk. We will provide whole milk for this transition. If you would not like your child to have whole milk at this time, you may provide your own.

<u>Transitioning to the Young Toddler rooms occurs around 13 months of age</u>. Children need to be able to feed themselves by picking up their own food and be able to drink from a sippy cup (we do not use bottles at all in this room).

Children will not be forced to finish bottles or food when showing signs of being full.

Courts & Playground

For safety reasons, <u>tennis shoes are required for playing on the courts</u>. It is also recommended that children have closed shoes for the playground since the surface is mulch. Children wishing to play on the monkey bars <u>MUST</u> be 5 years of age or older AND be wearing tennis shoes. If your child does not wish to wear tennis shoes all day, please send them each day in a bag marked with their name. You may also feel free to keep an extra pair of tennis shoes here during the program.

Water Day Policy – Summer Program Only

Weather permitting; there will be designated water days during the summer program. Your child is <u>required</u> to have sunscreen to be permitted to participate in these activities. Please send in a sunscreen of your choice marked with your child's last name. Your child will also need a bathing suit, towel, and extra shoes that can get wet.

Termination Policy

The Director maintains the right to terminate any child whose behavior is unmanageable, unscheduled no shows, not reporting off and whose presence poses serious physical or emotional danger to other children and/or staff. Other causes for termination include, but not limited to, non-payment of required fees in accordance with agreement, more than one NSF check, physical or verbal abuse of any person or property, failure to supply materials needed once required by the center, incomplete registration information, failure to submit required documents when requested, denying outside services for a child if the center determines that we are unable to meet the needs for the child, or habitual abuse or non-compliance of the policies outlined in this packet.

The Court Time Foundation, Inc. is an at-will center. The parent/guardian or the center may cancel the agreement without notice at any time. Money paid in advance to the center will be refunded and any money owed to the center is required to be paid in full.

Non-Discrimination Policy

It is the policy of The Court Time Foundation, Inc. not to discriminate on the basis of age, sex, race, color, religion, national origin, marital status, disability or any other legally protected status in its educational programs, activities or employment practices.

Staffing

The All Star Learning Program staff maintains:

- First Aid Certification
- o CPR Certification
- o Required yearly clock hours of continuing education & training
- Clearances through the:
 - 1. Commonwealth of Pennsylvania Federal Bureau of Investigations
 - 2. Pennsylvania State Police
 - 3. Pennsylvania Child Abuse History Clearance
 - 4. Nation Sex Offender Clearance

Positive behavior is our goal as well as helping children build as individuals by challenging their emotional, social, physical and cognitive development, in a safe and secure atmosphere. We strive to provide a fun, loving, and caring environment for all children. We as teachers and caregivers do our best to exemplify positive behavior in all children no matter their age. Children are commended daily for positive behavior.

The Center WILL NOT tolerate aggressive behavior (i.e. hitting, kicking, biting, etc.)

When a child's aggression becomes **habitual and constantly disrupts the activities of the day**, either by taking staff time away from the others, or making other children afraid, then we need to evaluate our capabilities. Our staff is not designed to, nor equipped for, dealing with habitually physically aggressive or disruptive children.

The purpose of this policy is to protect the rights of the staff and the rights of other children who sometimes become victims of an aggressive child. If your child engages in behaviors that are unsafe and/or disruptive which will endanger himself/herself or another participant, or interfere with the daily activities of the center, the following procedure will be implemented when practical and based on the individual situation: (some situations may be so extreme that the child may be removed from the program immediately)

- 1. An incident report will be filled out and placed in the child's file and a copy will be given to the parents. If the behaviors are repeated;
- 2. Another incident report will be filled out and placed in the child's file and a copy will be given to the parents with discussion of strategies to manage the behavior.
- 3. On the third offense the parents will be contacted about the specific incident and asked to remove the child from the Center for the remainder of the day. At this point seeking assistance for the child's behavior is strongly recommended. The following resources are recommended:

A) Alliance for Infant and Toddlers 412-885-6000

B) Dart (ages 3-5) 412-394-5904

C) Allegheny County Rapid Response Team 570-574-7384 (Alicia)

412-350-3577 (main office)

D) Mon Yough Services (school age) 412-675-6927

- 4. On the fourth offense, the child will be asked not to return until a behavior plan is implemented and services are sought.
- 5. If after a behavior plan is implemented and the behavior continues, the child will be removed from the program permanently.

OUR NUMBER ONE PRIORITY IS THE SAFETY, WELFARE AND SECURITY OF ALL
CHILDREN AND STAFF WITHIN OUR PROGRAM.

Biting Policy

We all understand and accept that when toddlers are in groups, biting are unfortunately not unexpected. We know and accept that toddlers bite for many different reasons, however, we believe that biting is never the right thing to do. Our goal is to help children who are bitten feel better by giving them care, support, and advice on handling themselves in a threatening situation. As well as teach the children who bite more appropriate behaviors. The safety of the children is our primary concern. Our biting policy addresses the actions the staff will take if a biting incident occurs and the consequences if the issue is not resolved.

The following steps will be taken if a biting incident occurs:

- The biting will be interrupted with a firm, "No...we don't bite people!"
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound will be assessed by the teacher and cleansed with soap and water.
- The child who bit will be spoken to on their level in a loving, but firm manner. We will explain that, "You cannot bite your friends because it hurts them. We do not hurt our friends."
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report).
 - When your child has bitten another: Staff will work together with parents and try to reach the cause as to deter future biting charting location, who was involved, time, other behaviors, staff present, and circumstances. Staff will try and "shadow" children who indicate a tendency to bite, to head off biting situations and reinforce appropriate behavior.
- 1. You will be notified of the biting incident and will be expected to begin your own research (talk with pediatrician, etc) to assist us in training your child to use appropriate behavior.
- 2. If biting incidents continue, the Director will meet with the parents to go over a written behavior improvement plan and offer resources for assistance. They will discuss our biting policy and prepare them for the possibility of the child being unenrolled at the Center if the biting continues. We will work closely with the child, in hopes to guide them quickly past the stage.

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CHILDREN AND STAFF WITHIN OUR PROGRAM.



Emergency Evacuation & Operating Procedure

This procedure is to assure you of our concern for the safety and welfare of children attending The Court Time Foundation, Inc. All Star Learning Programs. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- Immediate evacuation: Children are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- In-place sheltering: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- Evacuation: Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to relocation facility at Central Fire Hall at 425 Scenery Drive, Elizabeth, PA 15037.
- Modified Operation: May include cancellation/postponement or rescheduling of normal activities. These actions are
 normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for
 children, but may be necessary in a variety of situations.

Parents will be contacted through the Brightwheel app for any announcements relating to any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

Designated persons that you listed in your registration packet, will be the only persons allowed to pick up your child. We specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create confusion and divert staff from their assigned emergency duties.

*There are accommodations for infants, toddlers, children with disabilities, and children with chronic medical conditions.

Daycare Closures for 2025

SEPTEMBER 1, 2025 - LABOR DAY

NOVEMBER 27 & 28, 2025 - THANKSGIVING

DECEMBER 24, 25 & 26 2025 - CHRISTMAS

DECEMBER 31, 2025 AND JANUARY 1, 2026 – NEW YEAR'S

APRIL 3 and 6, 2026 - GOOD FRIDAY

MAY 25, 2026 - MEMORIAL DAY

JUNE 19, 2026 - ELIZABETH FORWARD KENNYWOOD DAY

JULY 3, 2026 - INDEPENDENCE DAY

AUGUST 20 and 21, 2026 – TEACHER IN-SERVICE DAY

**Days that the school district is closed All Star Learning Program will remain open, provided there are an acceptable number of children signed per classroom per day. Prior notification will be necessary for these days. If enough children are not in attendance, we will notify the parents of closing of a room/ center if necessary.

NOTE: The Court Time Foundation, Inc., in conjunction with The Vista Complex retains the right to add or delete closings & holidays if necessary. Advance notice will be given.











Additional Fees for Before & After School Program

PARTIAL SCHOOL CLOSINGS

(2 Hour Delays & Early Dismissals)
A fee of \$21.25 is added to the regular Before & After School costs.

Examples:

2 HOUR DELAY = If your child is scheduled Before School
(\$20.00 reg. fee + additional \$21.25) Total Cost = \$41.25
EARLY DISMISSAL = If your child is scheduled After School
(\$20.00 reg. fee + additional \$21.25) Total Cost = \$41.25
BEFORE & AFTER SCHOOL = If your child is scheduled for both Before & After School
(\$40.00 reg. fee + additional \$21.25) Total Cost = \$61.25

FULL DAY SCHOOL CLOSINGS

(In-Service, Holiday Breaks, etc.)
If your child is part-time, there is an additional \$65.00 fee.
If your child is full-time, there is an additional \$40.00 fee.
Examples:

BEFORE SCHOOL = If your child is scheduled Before School
(\$20.00 reg. fee + additional \$65.00) Total Cost = \$85.00

AFTER SCHOOL = If your child is scheduled for After School
(\$20.00 reg. fee + additional \$65.00) Total Cost = \$85.00

BEFORE & AFTER SCHOOL = If your child is scheduled for both Before & After School
(\$40.00 reg. fee + additional \$45.00) Total Cost = \$85.00

♣ If the full or half day is not one of your child's regularly scheduled days and they are attending that day, appropriate fees will apply.

*Prices and related charges are subject to change with a 30 day written notice.

Important Contact Information

Address:

The Court Time Foundation, Inc. All Star Learning Program

The Vista Complex 95 Enterprise Street Elizabeth, PA 15037

Phone: 412-872-4200

Website: www.allstarlearningprogram.com
Email: allstarlearningprogram @gmail.com

Parents are required to contact the All Star Learning Program staff if an emergency occurs and they must make other arrangements for having their child picked up.

PLEASE CALL: 412-872-4200

You can access this information electronically on our website at allstarlearningprograms.com

PA Childcare Regulations

https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter3270/chap3270toc.html

Regional Contact

https://elrc5.alleghenycounty.us/

Revised 7/16/2025