



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.

- 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.
 - **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).
 - **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. **Registration forms must be returned 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)

***PRE-K + ENRICHMENT: 9:30am-12:30am**

FEE STRUCTURE FOR THE SCHOOL YEAR:

We offer various Part Time and Full Time options (minimum: 3 days/week for all daycare ages and our 4 year old preschool programs, 2 days/week for our 3 year old preschool/enrichment program).

There is a 15% discount for a 2nd child (or more) on the full time plan.

The annual non-refundable registration fee for this program is \$60 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 \$80 daily rate.

3 & 4 yr old Daycare Program Rates:

	Weekly	Daily
All Day Care (includes prek + enrich)	\$255	\$80
*Tuition fees include Breakfast, Lunch and Afternoon Snack daily.		
\$60.00 Annual non-refundable Registration Fee per child REQUIRED		

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

	Weekly	Daily
Pre-K & Enrichment	\$135	\$30
\$60.00 Annual non-refundable Registration Fee per child REQUIRED		

INFANT PROGRAM

- 6 weeks – 18 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. You MUST pay full time tuition in order to receive the discount. Paying less than 5 days per week will result in paying the \$80 daily rate. The annual non-refundable registration fee for this program is \$60 per child.



TODDLER PROGRAM

- 18 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. You MUST pay full time tuition in order to receive the discount. Paying less than 5 days per week will result in paying the \$80 daily rate. The annual non-refundable registration fee for this program is \$60 per child.

	Weekly	Daily
Infant: 6 wks to 12 months	\$295	\$80
Toddler 1: 13 months to 24 months	\$275	\$80
Toddler 2: 25 months to 3 years old	\$255	\$80

*Tuition fees include Breakfast, Lunch and Afternoon Snack daily.

\$60.00 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.



FEE STRUCTURE FOR THE SCHOOL YEAR:

Part Time (minimum 3 days/week) and Full Time options. There is a 15% discount for a 2nd child (or more) on the full time plan. You MUST pay full time tuition in order to receive the discount. Paying less than 5 days per week will result in paying the \$70 daily rate. The annual non-refundable registration fee for this program is \$60 per child.

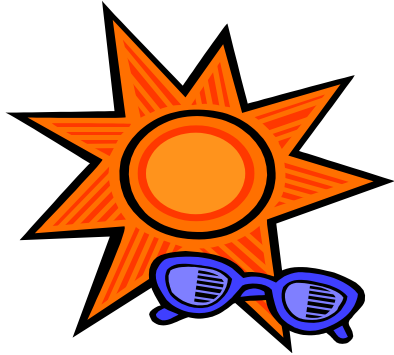
Before and After School Program Rates:

	Weekly	Daily
Before Care	\$80	\$20
After Care	\$80	\$20
Before and After Care	\$135	\$40

***Tuition fees include Breakfast and Afternoon Snack daily**
\$60.00 Annual non-refundable Registration Fee per child REQUIRED

An additional \$15 fee will be charged for all school delays and early release days to cover the extended hours and an additional \$40-\$55 fee will be charged for all full days, depending on your child's pre-registered schedule. See examples on page 15.

SUMMER PROGRAM



Ages 3-11 yrs old – all children must 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 3 days/week. There is a 15% discount for a 2nd child (or more) on the full time weekly plan. The annual non-refundable registration fee for this program is \$60 per child.

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

Summer Program Rates:

\$255/week

\$80/day

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

\$60.00 Annual non-refundable Registration Fee per child REQUIRED

YEAR-ROUND CARE of Ages 3 & Up

- Choose one School Year Program + Summer Program
- Ages 3-11 yrs old – all children must 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 \$60 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 - Please make checks payable to: Court Time Foundation

****Payments made be made in the form of cash, check or credit/debit card.**

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). If your payment is over 5 business days late, the late payment charge is \$25.00. 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. Failure to make required payments will result in a charge to your credit card (+5% processing fee) that is required to be on file.

Returned Checks

A \$30 returned check fee PLUS any bank charges incurred by the Program are automatically assessed for any returned checks and must be paid in cash when the check is redeemed. If a child/family account has one returned check, they will be required to pay by cash or money order for the remainder of the school year. Those individuals who do not redeem their returned check or fail to make payments in a timely manner will be charged by credit card that is required to be on file.

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.



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.

Student Absence

When your child is unable to attend the Learning Program for any reason, please message us on Child Pilot.

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

48 hour notice is required to modify your child's registered attendance schedule in any of the All Star Learning Programs. Please notify us through Child Pilot of any changes.
(You are still required to pay your full tuition regardless of the call off time or the reason for the call off.)

Vacations

You need to give at least a two week notice to not be charged for vacation times. You are limited to two weeks of your enrollment time. This will be allotted by your annual contract.

Drop-offs are NOT 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 \$20 fee will be charged for turning the schedule in late. Staff ratios are in place according to prescheduled attendance.

Please notify us (412-872-4200) of all schedule changes.

****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.**

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.

Contract Times

Each family is allotted a 10 hour day. If your child is dropped off or picked up outside your contracted times, one dollar \$1.00 per minute will be charged.

Late Pick-Up

The charge for late pick up is \$5 if pick up after 5:35pm and an additional \$1 for every minute after that. Likewise, late fees will be charged for Morning Preschool if pick-up is after 11:35 or Enrichment at 12:35pm or Afternoon Preschool at 3:35. 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.

Courts & Playground

For safety reasons, **tennis shoes are required for playing on the courts**. 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 **MUST** 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 required 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
- CPR Certification
- The National Registry of Food Safety Certification
- 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

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.

OUR NUMBER ONE PRIORITY IS THE SAFETY, WELFARE AND SECURITY OF ALL

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.

Please listen to KDKA and/or WTAE for announcements relating 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.

Daycare Closures for 2023

JANUARY 2, 2023 - NEW YEAR'S DAY 


APRIL 7, 2023 - GOOD FRIDAY 

MAY 29, 2023 - MEMORIAL DAY 

TBA – TEACHER IN-SERVICE DAY 


JUNE 16, 2023 - ELIZABETH FORWARD KENNYWOOD DAY 

JULY 4, 2023 - INDEPENDENCE DAY 

SEPTEMBER 4, 2023 - LABOR DAY 

NOVEMBER 23 & 24, 2023 - THANKSGIVING 

DECEMBER 25, 2023 - CHRISTMAS 

JANUARY 1, 2024 – NEW YEAR'S 

****Days that school is closed for additional minor holidays, holiday breaks, & in-service days, the All Star Learning Program will remain open from 6:30am-5:30pm, provided there are a minimum of 6 full-day children in attendance.**

Prior notification will be necessary for these days.

Additional fees will apply for Casual, Part-Time and Before & After School Program children.

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 \$20.00 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 \$20.00) Total Cost = \$40.00

EARLY DISMISSAL = If your child is scheduled After School

(\$20.00 reg. fee + additional \$20.00) Total Cost = \$40.00

BEFORE & AFTER SCHOOL = If your child is scheduled for both Before & After School

(\$40.00 reg. fee + additional \$20.00) Total Cost = \$60.00

FULL DAY SCHOOL CLOSINGS

(In-Service, Holiday Breaks, etc.)

If your child is part-time, there is an additional \$60.00 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 \$60.00) Total Cost = \$80.00

AFTER SCHOOL = If your child is scheduled for After School

(\$20.00 reg. fee + additional \$60.00) Total Cost = \$80.00

BEFORE & AFTER SCHOOL = If your child is scheduled for both Before & After School

(\$40.00 reg. fee + additional \$40.00) Total Cost = \$80.00

✚ 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

Fax: 412-754-2006

Website: www.allstarlearningprograms.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/>