



## 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 (additional costs applies).

### 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 – 6:00pm (Daycare includes Preschool + Enrichment)

**\*PRE-K + ENRICHMENT: 9:30am-11:30am**

**\*PRE-K ONLY: 1:30pm-3:30pm**

## 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 20% discount for a 2<sup>nd</sup> 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 \$70 daily rate.

## 3 & 4 yr old Daycare Program Rates:

	Weekly	Daily
All Day Care (includes prek + enrich)	\$230	\$70

\*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:

	Daily
Pre-K	\$15
Enrichment	\$25

**\$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 – 6:00pm
- Minimum enrollment - 3 days a week  
*\*guidelines do apply*

## FEE STRUCTURE:

There is a 20% discount for a 2<sup>nd</sup> 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.



# 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 – 6:00pm
- Minimum enrollment – 3 days a week  
*\*guidelines do apply*

## FEE STRUCTURE:

There is a 20% discount for a 2<sup>nd</sup> 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.

	Weekly	Daily	Flex Days
<b>Infant: 6 wks to 12 months</b>	<b>\$280</b>	<b>\$70</b>	<b>\$80</b>
<b>Toddler 1: 13 months to 24 months</b>	<b>\$260</b>	<b>\$70</b>	<b>\$80</b>
<b>Toddler 2: 25 months to 3 years old</b>	<b>\$240</b>	<b>\$70</b>	<b>\$80</b>

**\*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-6
- 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 6:00 p.m.



## FEE STRUCTURE FOR THE SCHOOL YEAR:

Part Time (minimum 3 days/week) and Full Time options. There is a 20% discount for a 2<sup>nd</sup> 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.

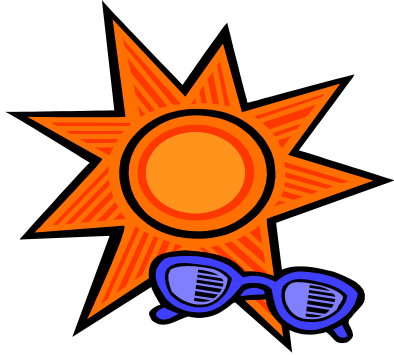
## Before and After School Program Rates:

	Weekly	Daily
Before Care	\$70	\$15
After Care	\$70	\$15
Before and After Care	\$115	\$30

**\*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 13.**

# 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-6:00pm

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 20% discount for a 2<sup>nd</sup> 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:

**\$230/week**

**\$70/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-6:00pm
- 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) or by the 1<sup>st</sup> of each month (if paying monthly). **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 (+3% 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.

## Sign-In/Sign-Out Policy

All children must be signed in upon arrival and signed 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 call or leave us a voicemail message @ 412-872-4200.

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.

(You are still required to pay a minimum of 3 days regardless of the call off time.)

## Vacations

You need to give at least a two week notice to not be charged for vacation times.

**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. If it is less than 48 hr. notice, you are still responsible for the daily fees. 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 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.

## **Late Pick-Up**

**The charge for late pick up is \$5 if pick up is FIVE minutes after your contracted pick up time and \$1 for each additional minute beyond your contracted pick up time. 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. 13)

## 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. The All Star Learning Program participates in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). We follow the USDA's recommended meal patterns for breakfast, lunch and snack. All meals served to children under the Child and Adult Care Food Program are served at no separate charge regardless of race, color, national origin, sex, age, or disability. There is no discrimination in admission policy, meal service, or the use of facilities.

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

*This institution is an equal opportunity provider.*

## 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.

## **Behavior/Discipline Policy**

Participation in the All Star Learning Programs at Court Time requires teamwork. Children, parents, and our staff together, must strive to provide a safe and caring environment. Maintaining proper conduct while in Court Time's programs is essential to achieve this goal.

## **Termination Policy**

The Director maintains the right to terminate any child whose behavior is unmanageable, 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, incomplete registration information, or habitual abuse or non-compliance of the policies outlined in this packet.

## **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



## 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 2022

JANUARY 3, 2022 - NEW YEAR'S DAY 

APRIL 15, 2022 - GOOD FRIDAY 

MAY 30, 2022 - MEMORIAL DAY 

August 19, 2022 – TEACHER IN-SERVICE DAY 

JUNE 16, 2022 - ELIZABETH FORWARD KENNYWOOD DAY 

JULY 4, 2022 - INDEPENDENCE DAY 

SEPTEMBER 5, 2022 - LABOR DAY 

NOVEMBER 24 & 25, 2022 - THANKSGIVING 

DECEMBER 26, 2022 - CHRISTMAS 

TBA – 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-6:00pm, 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 Court Time 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 \$15.00 is added to the regular Before & After School costs.

**Examples:**

**2 HOUR DELAY = If your child is scheduled Before School**

**(\$15.00 reg. fee + additional \$15.00) Total Cost = \$30.00**

**EARLY DISMISSAL = If your child is scheduled After School**

**(\$15.00 reg. fee + additional \$15.00) Total Cost = \$30.00**

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

**(\$30.00 reg. fee + additional \$15.00) Total Cost = \$45.00**

## **FULL DAY SCHOOL CLOSINGS**

**(In-Service, Holiday Breaks, etc.)**

**If your child is part-time, there is an additional \$55.00 fee.**

**If your child is full-time, there is an additional \$40.00 fee.**

**Examples:**

**BEFORE SCHOOL = If your child is scheduled Before School**

**(\$15.00 reg. fee + additional \$55.00) Total Cost = \$70.00**

**AFTER SCHOOL = If your child is scheduled for After School**

**(\$15.00 reg. fee + additional \$55.00) Total Cost = \$70.00**

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

**(\$30.00 reg. fee + additional \$40.00) Total Cost = \$70.00**

**✚ 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**

Court Time Complex

95 Enterprise Street

Elizabeth, PA 15037

**Phone: 412-872-4200**

**Fax: 412-754-2006**

**Website: [www.allstarlearningprograms.com](http://www.allstarlearningprograms.com)**

**Email: [allstarlearningprogram@gmail.com](mailto: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](http://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/>**