

Colonial Sports Center

**BEFORE & AFTER
SCHOOL & PROGRAM**

2019 - 2020 Handbook

168 Shillington Road
Sinking Spring, PA 19608
610-777-9651
www.chbsports.com

Table of Contents

Philosophy and Nondiscrimination Policy	1
Educational Goals	2
General Information	3
Program Description	
Hours of Operation	
Arrival and Departure	
Absences	
Staff and Supervision of Children Policy	
Daily Schedule	
Special Activities and Programming	
Snack	
Attire	
Personal Possessions/Lockers	
Parent-Colonial Communication	
Note About the Day	
Behavior System	
Circumstantial Care.....	6
Early Dismissals	
Delayed Start	
Holiday Camp	
Snow Day Camp	
Closings	
Pro-rating	
Vacations	
Lunch	
Inclement Weather Policy	8
Health/Medical Information	9
Enrollment/Payment	10
Discounts	
Registration/Enrollment	
No Call/ No Show	
Late Pick-Up	
Delinquent Payments and Accounts	
Termination for Non-Payment	
Returned Checks	
Winter Break Payment Policies CCIS Payment Policies	
Emergency Management Plans	13
Tuition Rates	14

PHILOSOPHY

- CHB Sports, Inc. believes children have a right to a nurturing, safe and clean environment in which they can learn, play and feel secure and comfortable.
- CHB Sports, Inc. believes that all children have the right to develop their maximum abilities in a non-competitive environment and that each of our staff has the responsibility to provide the opportunities for this development to occur.
- CHB Sports, Inc. recognizes the individual characteristics and personalities of each child and we believe that each child must be allowed to develop at his/her own pace. We respect differences between children and will provide the same opportunities wherever possible for all children with regard to these differences.
- CHB Sports, Inc. believes in helping children develop a positive self-image and a respect for other people as well as their environment.
- CHB Sports, Inc. believes that children learn best through interaction with their environment and it is the responsibility of our staff to provide a variety of opportunities and experiences to promote growth in all areas of child development.

Nondiscrimination in Provision of Services Policy

It is the policy of Colonial Sports School Year Program to provide services to all children without regard to race, color, national origin, religion, sex, or age, or disability. Colonial Sports does not discriminate against any person on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex in admission or participation in its programs, services, and activities.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. Reasonable accommodation(s) shall be made to meet the physical or mental limitations of students.

Any student (and/or their guardian) who believes they have been discriminated against may file a complaint of discrimination with:

CHB Sports, Inc
3190 Shillington Road
Sinking Spring, PA 19608

Commonwealth of Pennsylvania
DHS Bureau of Equal Opportunity
Northeast Regional Office
100 Lackawanna Ave.
Scranton, PA 18503

U.S. Dept. of Health & Human Services
Office for Civil Rights
Suite 372, Public Ledger Bldg.
150 S. Independence Mall West
Philadelphia, PA 19106-9111

PA Human Relations Commission
Philadelphia Regional Office
110 North 8th Street, Suite 501
Philadelphia, PA 19107

EDUCATIONAL GOALS

1. Self Concept:

- To provide opportunities for children to grow as individuals and experience feelings of self worth and accomplishment.
- To promote a healthy self-image through positive interaction with staff and peers through relationships based on trust and security.
- To encourage independence through the development of self-help skills.
- To encourage cooperation with and respect for others.
- To facilitate appropriate interaction with other children and adults in small and large group settings.

2. Academics:

- To encourage children in the development of verbal skills necessary to communicate feelings, thoughts, wants and needs.
- To provide children with a variety of academic opportunities in a safe and secure environment that promotes learning.
- To promote the awareness, interaction, and exploration of the world surrounding each child.

3. Physical Growth:

- To provide a safe and secure environment in which children can explore their environment.
- To make children aware of the importance of good nutrition and physical fitness.
- To provide children with a variety of opportunities to practice fine and gross motor skills.

GENERAL INFORMATION

Program Description

- Colonial Sports provides a quality, PA-State Licensed School Year Program.
- The School Year Program accepts any child Kindergarten through 7th grade.
- Colonial Sports will provide transportation for those children who attend a school within the Wilson School District.
- Children may attend the School Year Program on a full-time or part-time basis.
- Colonial Sports School Year Program will run from August 26th, 2019 through May 29th, 2020 (dates subject to change).

Hours of Operation

SCHOOL DAY*: Before Care: 6:30 am – Beginning of the school day
After Care: End of school day – 6:00 pm

HOLIDAY CAMP: 6:30 am - 6:00 pm

SNOW DAY CAMP: 6:30 am - 6:00 pm

*Colonial Sports will extend Before and After School care to accommodate all delayed starts and early dismissals. Children should be dropped off no later than 8:00am for morning care. If they arrive later, they may not be guaranteed care for that morning due to transportation schedules and dismissal procedures.

Arrival and Departure

Staff will maintain daily attendance records. We ask that you sign your child in/out each day at our front desk. For your child's safety, your child will be released only to the parent or persons designated in writing and for whom Colonial Sports has written authorization. Proper identification is required. In an emergency, verbal authorization may be granted to another, but the parent must contact the program director to arrange this beforehand. Otherwise, your child will not be allowed to leave with an unauthorized person.

Absences

Please contact us as soon as you know that your child will be absent. You can contact Colonial Sports via phone at 610-777-9651 or via email at sportscenterinfo@chbsports.com. A \$10 no call/no show fee will be applied if we are not notified of an absence.

BEFORE SCHOOL CARE: Colonial Sports must be notified **PRIOR to 8:00 am** for EACH day of a child's absence.

AFTER SCHOOL CARE: Colonial Sports must be notified **NO LATER THAN 1:00 pm** for EACH day of a child's absence. If no call is made, a \$10 no call fee will be assessed to the week's tuition.

Staff

The staff involved with the School Year Program consists of Program Directors, qualified assistants, and aides. Staff qualifications and child/staff ratio always meet or exceed state and local regulations.

Supervision of Children Policy

Your child's safety and well-being are our most important concerns at Colonial Sports. To that end, no child will be left alone or unsupervised while under the care of our childcare staff. Our staff will be able to see, hear, direct, and assess/assist your child at all times. Child-staff ratios, based on state regulations, will be met during all operating hours. We will implement and reinforce rules on the sport court and playground to ensure safe fun for all students. Our School Year staff is certified in First Aid and child CPR.

Daily Schedule

- Transport to/from Colonial Sports
- Wash Hands/Snack Time (After School care only)
- Homework Time (After School care only)
- Gross Motor Activity/Free Time

As always, Colonial Sports will be responsive to the needs of the students and parents. To that end, we will remain flexible in the utilization of time and our schedule in order to accommodate any special needs of a child.

Special Activities & Programming

Colonial Sports will enrich their basic programming with various special activities on a very regular basis throughout the school year. Please look for flyers, bulletin boards, online posts, and emails regarding these activities in which the children will be able to participate.

Snack*

For After School care, a snack is provided daily by Colonial Sports upon students' arrival from school. On the other hand, a child may choose to bring their own snack item from home as well. For Before School care, students may bring a breakfast item from home. If a child is in need of breakfast, a breakfast item may be purchased for \$1 from the Colonial Breakfast Basket.

***Colonial Sports IS NOT A PEANUT FREE facility.**

Attire

While attending Colonial Sports, your child will be involved in a variety of activities. Children should be dressed in comfortable clothing suitable for active play and arts and crafts activities. Please make sure to dress them in weather appropriate attire as well. Our staff will make an effort to take the children outside whenever the weather allows. A child who arrives in attire that is not suitable for the selected activities may not be able to participate if staff members deem it to be a safety risk.

Personal Possessions/Lockers

Each child will be given a locker space to use for the duration of the School Year program. The locker space may be shared with another child when necessary. Colonial Sports will not be responsible for any damaged or lost articles of personal property. All clothing and personal belongings should be clearly labeled with the child's name. We strongly urge children and parents not to bring in items of great value. Unfortunately, locks are not permitted on lockers.

Parent-Colonial Communication

Communication with parents is extremely important to us. We encourage you to share anything that you believe will help us to deal most effectively with your child. The knowledge of small changes in a child's life allows us to better care for your child's needs on an individual basis. Please come to us with any issue that your child is unable to handle on their own. We want to make sure we address all parent/child concerns as quickly and efficiently as possible.

Notes About the Day

To keep open lines of communication, various communication notes will be used to help keep parents informed of specific interactions that have taken place with their child throughout their day at Colonial Sports. The following are the notes that you may see:

PINK INJURY NOTE - tells the parent of injury and any first aid that was applied
GREEN MVP NOTE - note will affirm your child for behavior that is kind & helpful
RED CARD NOTE - written if a child's behavior cannot be redirected in a positive way

The note is filled out by the staff member who helps the child. The note is then left at the front desk for you to read. Please sign and return the note when you have finished reading although we would be more than happy to make a copy if you would also like one for your records. Colonial Sports does file these notes after the parent has seen them for our own records.

Behavior System

Colonial Sports will emphasize positive discipline. This is a *process* of teaching children how to behave appropriately. Re-direction, individualized attention, offering choices, natural consequences, "cooling off" periods, and group decision-making are all examples of positive discipline that will be used. Physical discipline is prohibited and will not be used. Physical redirection may be used only in extreme and potentially dangerous behavioral occurrences. Serious and/or repeated behavior problems will be brought to the attention of the parents. Any behaviors that pose a threat to other children will result in an immediate parent-director conference to discuss the problem and ways to eliminate the behavior. Violent, abusive, disrespectful, or inappropriate behavior by children will not be tolerated. Colonial Sports reserves the right to suspend or expel any child who exhibits inappropriate behavior that threatens the emotional, physical, or mental health and safety of others.

CIRCUMSTANTIAL CARE

Early Dismissals

Colonial Sports will arrange transportation from your child's school to our facility for any early dismissals established by Wilson School District throughout the school year. The program will remain open until 6:00pm. The school district does not provide lunch on these days. Please pre-order and pre-pay for these lunches prior to 10:00am on the day of the early dismissal. You may also send a packed lunch. Early Dismissal care is only available to those families contracted for After School care and on their specific scheduled day. If a family requires care on an Early Dismissal day BUT IS NOT contracted for After School care, they are welcome to add this care at the regular daily After School rate without any additional discounts. However, please note that this care can only be added if there are open enrollment spots in regards to the state-mandated student to counselor ratio for the given day.

Delayed Start

Colonial Sports will still open for care at 6:30am. We will extend the length of morning care and then transport all children to their schools at the delayed start time. Delayed start care is only available for those families that are contracted for Before School care on the day of the week that a delayed start occurs.

Holiday Camp

Colonial Sports Holiday Camps will coincide with the Wilson School District's NO SCHOOL schedule. Holiday Camp hours are from 6:30am through 6:00pm. The Holiday Camp tuition rate covers any 9 ½ hours of care on any single day. After 9 ½ hours of care has been met, an EXTENDED CARE FEE will be added to your payment for the day.

Parents are required to sign up in advance if they need care on these dates. We do accept walk-ins as long as we have the proper staff to child ratios to meet our state regulations. However, a walk-in rate and no-call fee of \$10 may apply. Colonial Sports will offer hot lunch options on these days or your child may bring a packed lunch.

Snow Day Camp

Colonial Sports will open at its normal 6:30am if Wilson School District closes due to severe weather. The most accurate information can be received by enrollment in our Rained Out text/email notification system. Please refer to our Inclement Weather Policy for further information.

Colonial Sports reserves the right to close before 6:00pm if weather worsens and the safety of children, parents, and staff is in question. Parents will be notified in a timely manner to come and pick up their children. Parents are expected to allow extra travel time to reach Colonial at the designated closing time.

Closings

The School Year Program will be closed in observance of the following holidays: **New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day.**

Colonial Sports will make every effort to open and provide programs and services during normal business hours. However, during extreme, inclement, and severe weather conditions, it may be necessary to alter the hours or cancel the School Year Program. Please refer to our Inclement Weather Policy for more information.

Pro-rating

Pro-rating of your weekly tuition only occurs when Colonial Sports is closed due to either a holiday or severe weather situation. If we are open for a snow day or holiday camp, you will still be responsible for your regularly contracted tuition rate.

Vacations

Colonial Sports allows one week for "vacation". Please give a two weeks' notice to Colonial Sports front desk staff or directors of your upcoming vacation and you will not have to pay for that week's contracted tuition rate. If we are not notified of the needed week off in advance, you will still be held liable for your regular weekly tuition rate.

Lunch

Hot lunches are available for pre-order on early dismissal days and Holiday camps. These lunches must be pre-ordered and pre-paid by 10:00am of the dismissal day and/or holiday camp days. A packed lunch may also be sent with your child. If lunch is not ordered ahead of time, a \$1 no order fee may be applied to the final balance of the lunch order for the day. If a lunch has been ordered for the day, but your child is no longer attending, please contact us to cancel the order by 10:00am or you will still be responsible for the lunch's payment regardless of attendance.

Please pack your child a non-perishable lunch on an inclement weather day. Hot lunches may not be available for purchase depending on the status of Berks Lanes kitchen.

Colonial Sports School Year Program Inclement Weather Policy

One or Two Hour Delay

AM care only. We will open at 6:30am and provide transportation to school for the designated school district opening.

If School Dismisses Early

We will pick up the children and transport them to Colonial Sports. If it is not your child's regularly scheduled day of pick up, please call to see if we have spaces available and a daily afternoon rate will be applied. Colonial Sports cannot guarantee we will have space. Pick up for your child will be as normal.

School is Cancelled

We will have a staff member in the building by 6:30am. The program runs from 6:30am to 6:00pm or as soon as safely possible. Please pack your child a non-perishable lunch on an inclement weather day. Hot lunches may not be available for purchase depending on the status of Berks Lanes kitchen.

Please register for our Rained Out program to receive text or email alerts. It is a simple process to register your cell phone number or email address. Text "Colonial" to 84483 to receive alerts from Colonial Sports School Year Program. You will also find up-to-date information by checking our website and Facebook page.

HEALTH / MEDICAL INFORMATION

In order to maintain a safe and healthy environment, we abide by multiple guidelines:

- A current child health assessment as well as an up to date immunization record is required to be in your child's file within 60 days of registration for the School year Program.
- A Colonial Sports health history form is also required at time of registration.

Medical Conditions

It is important that you inform staff of any medical conditions or special food allergies your child may have. This will assist us in being better able to handle any emergencies that may arise.

Medications

If you request that the School Year staff administer any medication while your child is in our care, you must provide us with written consent for administration along with the medication. We are required by state regulations to have all medications (prescription or non-prescription) be in its *original* container with the label clearly noting:

- The child's name
- The name and dosage of the medication and directions for administering
- Date filled
- Pharmacy label and number
- Physician's name and phone number

The staff will not dispense any medication not presented this way.

Illness

Colonial Sports asks that you do not send your child to our program if they show any of the following signs/symptoms:

- Temperature of over 100°
- Discharge from the ears or eyes
- Reddened or pink eye
- Vomiting or diarrhea
- Any rash or skin lesion that blisters
- Excessive signs of cold or flu, sore throat, runny nose, or lethargy

If any of these signs/symptoms of illness become apparent during the day a staff member will contact a parent and ask that the child be picked up as soon as possible. In the event that we cannot reach you, a staff member will then call your child's emergency contact.

Reporting suspected child abuse or neglect

Please be aware that we are required by state law to report any and all incidents of suspected child abuse to ChildLine followed by a written report to the Child Protective Services. It is the responsibility of this agency to investigate each reported case.

PAYMENT POLICIES

All payments for the School Year Program are the responsibility of the parent or guardian who signs the Agreement and are due on the first day of each week/month for the current period. You will then be contracted for the 2019-2020 school year and held responsible for weekly tuition unless withdrawn from the program. Under contracted care, you are responsible for paying for your child's weekly tuition, regardless of sick days, vacations, and other absences. In order to ensure your child's enrollment, payments must be made in full regardless of your child's participation. Partial payments are not acceptable.

If there is a problem with your account, or if you are unable to pay by the due date, please talk to the Program Director before the billing due date.

Parents that have ANY FULL TIME agreement or a BEFORE CARE agreement are still responsible for tuition on days that their child does not attend even with proper notification to Colonial Sports.

Withdrawing

Please notify the program directors of your withdrawal as soon as possible. If we are not notified of a withdrawal, you will still be held responsible for your weekly tuition.

Tuition Rates

Please see attached sheet.

Discount

A 10% discount will be given off the original rates for a second child

A 20% discount will be given off the original rates for a third child.

Discounts will be applied to additional children.

Registration/Enrollment

The following things are needed at time of registration or shortly after to ensure proper enrollment:

- A completed registration packet including a basic information sheet, emergency contact/parental consent form, child health assessment form and a signed acknowledgment of having received a copy of the School Year Program Hand Book.
- A current physical examination form and up-to-date immunization records are due within 60 days of registration.
- A registration fee of \$35 is due at the time of registration

No Call/ No Show Fee

Any failure to contact Colonial Sports with cancellations or schedule changes may result in the assessment of a \$10 No Call fee.

Late Pick-Up

The School Year Program hours end at 6:00pm. Parents are expected to pick up and sign out their children by that time. A late fee of \$5.00 per 5 minutes will be charged for late pick-ups. Although this will not affect the late fee charge, if you are running late, please call Colonial Sports to let them know as soon as possible.

Extended Care Fee

Extended care is any care over 9 ½ hours in a single day of Holiday Camp. The fee is \$5 for each day of camp that a family needs extended Holiday care. Please inform us of the need for extended care when registering for a Holiday Camp. This fee will be automatically added to your balance due.

Delinquent Payments and Accounts

Any payment not received by the third program day after it is due is considered late and a \$10 *late fee* will be applied to your account. If payment is not received by the tenth program day after it is due, the child's ability to attend the School Year Program will be discontinued until payment is made.

Termination for Non-Payment

Any account that remains unpaid after 10 days will result in termination of the child's enrollment. Once "terminated", the child would need to be *re-enrolled* and would be subject to another \$35 Enrollment Fee.

Returned Checks

All checks received will be deposited the next business day. Checks cannot be post-dated. A \$30 fee will be charged for all checks returned for insufficient funds.

Declined Cards

All cards processed and declined will be subject to a \$10 decline fee. If a card is expired or has been compromised, please advise the front desk of these issues in a timely manner.

Fall / Winter Holiday Break Payment Policies

Child care is offered during these extended breaks based on Wilson School District's annual calendar. Colonial Sports may pro-rate tuition based on Wilson's scheduled school days. Please see the pro-rate policy above for more information.

All Fall / Winter Break Holiday camps must be pre-registered and pre-paid. Parents need only pay for those days that their child attends. Pre-registered holiday camp fees are \$34 for full time students and \$38 for part time students. The walk-in rate for any child for a Winter Break holiday camp is \$40. Other fees, such as a \$10 late sign-up fee, may also apply if not pre-registered and pre-paid for these days.

Colonial Sports will make decisions about the availability of camps based on sign-ups by the deadline date. There must be a minimum of 10 students signed up and pre-paid by the deadline to offer camp.

If you pre-pay for a Fall / Winter Break holiday camp, and COLONIAL makes the decision to cancel the camp due to lack of participation, we will credit the pre-payment toward future tuition. If the student does not attend the pre signed up days the amount paid is non-transferrable and non-refundable and is forfeited unless Colonial Sports were to be closed.

ELRC (formerly CCIS) Payment Policies

Colonial Sports School Year Program does accept CCIS funding.

Our program accepts the blended rate from ELRC as a partial payment for each child's tuition. However, we do require the remaining tuition balance to be paid in full by the CCIS families. This remaining balance is the total tuition amount due minus the co-pay and partial payment made by ELRC.

Parents apply through the ELRC. The ELRC will notify Colonial Sports of acceptance and co-pay amount. Parents must fill out the appropriate registration paperwork and pay a \$35 registration fee per child.

CCIS co-pays MUST be paid on Monday of each week or CCIS will be notified of the delinquent payment.

CCIS families will be assessed a \$10/per child penalty for a walk-in or no show for a holiday camp for which they have registered.

CCIS families are subject to all additional payment policies outlined under Colonial Sports PAYMENT POLICIES.

CCIS families are subject to all other fees associated with tuition, payments, and childcare as outlined in Colonial Sports PAYMENT POLICIES.

COLONIAL SPORTS EMERGENCY MANAGEMENT

Plan for Emergency Medical Treatment:

- Two copies of the child's Emergency Information Form will be kept at the facility at all times. One copy will be maintained in the child's official file, and one will be kept for emergency use.
- Telephone numbers for emergencies (9-1-1) will be posted by each telephone.
- Any minor accident will be treated with first aid measures by qualified staff. An Accident Report will be completed and filed (the original will be given to the parent; a copy will be placed in the child's official file; a copy will be given to the facility Director; and a copy will be given to CHB Sports, Inc. administrative office).
- When emergency medical/surgical care is needed for a child, the parent(s) or the emergency contact person will be contacted as soon as possible/practical. If the parent(s) or emergency contact person cannot be reached, Colonial Sports will document (in writing) the attempts made to reach them in an effort to inform.
- A staff member who accompanies a child to another facility for emergency medical treatment will remain with the child until the parent(s) or their designee can assume responsibility for the child's care.

Plan for Emergency Management:

In accordance with state regulations, Colonial Sports has designed an emergency management program to handle situations including natural disasters, severe weather, and building emergencies. A copy of this plan is available for viewing by parents if they wish.

Emergency Procedures

Parents will be contacted immediately in the event of an emergency. Please keep Colonial Sports informed and updated to any changes in your home or business address and phone numbers so we can reach you without delay. If you or the listed emergency contact persons cannot be reached, we will call the physician identified by you on the health record form. In case of serious emergency requiring immediate medical attention, the closest hospital (i.e., Reading Hospital and Medical Center) will be used via ambulance transportation.

Fire Safety Procedures

All emergency fire routes at Colonial Sports will be posted in the rooms. Fire drills will be conducted routinely to familiarize children with the appropriate escape routes in the event of an emergency evacuation.

Colonial Sports School Year Program Tuition Rates

AM and PM Care

Full Time AM/PM Care

\$110/week

Includes:

- Drop off and pick up every day Monday through Friday
- Delayed Start and Early Dismissal transportation and care included
- ½ of any NO SCHOOL day (holiday camp/snow day) (6:30-12:15 OR 12:15-6:00)
- Sibling discount

Part Time 4 Day AM/PM Care

\$92/week

Part Time 3 Day AM/PM Care

\$72/week

Part Time 2 days or less AM/PM Care

\$25/day

Includes:

- Drop off and pick up on scheduled days
- Delayed Start and Early Dismissal transportation on contracted/scheduled days
- ½ of any NO SCHOOL day (holiday camp/snow day) (6:30-12:15 OR 12:15-6:00)
- Sibling discount
- *Note: AM and PM days must be on the same day*

Holiday Camp and Snow Day Camp available to all School Year students for an additional fee.

AM Only or PM Only Care

Full Time AM or PM Care (5 days)

\$90/week

Includes:

- Drop off **OR** pick up every day Monday through Friday
- Delayed Start **OR** Early Dismissal care included
- ½ of any NO SCHOOL day (holiday camp/snow day) (6:30-12:15 OR 12:15-6:00)
- Sibling discount
- Pro-rated for December

Part Time AM or PM Care (4 or less days)

\$22/day

Includes:

- Drop off **OR** pick up on scheduled days
- Delayed Start **OR** Early Dismissal transportation included on contracted/scheduled days
- ½ of any NO SCHOOL day (holiday camp/snow day) (6:30-12:15 OR 12:15-6:00)
- Sibling discount

Flex Care

Flex Care

\$25/day

- Students enrolled with a flex schedule will be subject to a \$25/week fee to hold their spot for the given week. This fee will be processed on the week's first day. The \$25 will then be taken from the tuition for the given week. If a \$25 deposit is not paid weekly, the student will be subject to being withdrawn and a \$35 registration fee will be assessed at the time of care being resumed based upon availability at the given time.

Holiday Care Only

Holiday Camps and Snow Days Only

\$38/day

- Holiday care would be any scheduled holiday the Wilson school district has off and also includes snow day care. Call in when you need care for these days and to check availability if not pre-registered.