

KidsCare News

"Parent Newsletter of the Pennridge School District School-Age Child Care Programs"

www.kidscareofpennridge.com

September, 2008

Program Starting Date ... Tuesday, September 2nd

This year's KidsCare before-school and after-school programs will begin on **Tuesday, September 2nd**, the first day of school, which is before Labor Day!

Parents of children enrolled in the KidsCare "PM" program are required to send a note to their child's classroom teacher on the first day of school informing the teacher that their child will be attending the KidsCare "PM" program, and asking that the teacher makes sure that the child gets to the after-school program.

Program Hours

The KidsCare "AM" program will operate from 7 a.m. until the start of school. The KidsCare "PM" program will begin at the close of school and continue until 6 p.m.

Parents are required to escort their child(ren) into the KidsCare "AM" program location, and to "sign-in" their child(ren) into the program.

Parents of children in the KidsCare "PM" program are required to pick-up their child(ren) prior to the 6 p.m. closing time. A late fee of \$5 for every five minutes will be assessed for all late pick-ups, regardless of reason.

Emergency Program Forms ... Must Be Returned Prior To Start Of Program

Department of Public Welfare licensing requires that the emergency forms received with the original program portfolio and application must be completed and returned to the KidsCare office prior to the start of the program.

These forms include the following:

- Emergency Information/
Emergency Release/
Child "Pick-Up" Release Form
- Civil Rights Compliance
Parent Awareness Form
- Child Health Assessment (Medical Form)
-- including a complete immunization listing

If by chance you have misplaced these important forms, please contact the KidsCare office (215-230-3445) to request a new set of forms or go to our website at www.kidscare.com

opennridge.com and download the forms you need. Don't delay this important task!

Forms should be returned to KidsCare, 1456 Ferry Road, Suite 700, Doylestown, PA 18901.

Please do not return these forms to the staff at your child's KidsCare program.

KidsCare Portfolio (Read It!)

It's not a best seller and it's not the stuff from which movies are made, but it does contain all the essential program information and policies about your child's KidsCare program. As a consumer, it is your responsibility to become familiar with all KidsCare policies, procedures, and other important details concerning the KidsCare program.

As a consumer, you can not assume that all KidsCare procedures and policies will remain the same from year to year. In fact, KidsCare procedures and policies are reviewed annually and revised, if necessary, for inclusion into each year's "new" KidsCare portfolio.

So, take the time and carefully read the KidsCare portfolio. If you are unclear or unsure about a procedure and/or policy, just call the KidsCare office for clarification.

Monthly Statement of Account ... Your KidsCare Billing

Enclosed with this newsletter is September's KidsCare "Statement of Account" ... your KidsCare bill for September.

This statement reflects all billings and payments made on your account as of the billing date shown on the front of the form. The balance due is shown at the bottom of the statement, and is payable in full by the "due date" indicated.

All KidsCare fees and outstanding balances for September must be paid in full by Friday, August 15th.

As clearly indicated in the KidsCare portfolio all program fees must be paid by the indicated "due date". **A "Late Payment Fee" of \$25 will be charged to any account past due on the first day of the program month for which the fee was charged.**

Further, KidsCare reserves the right to require parents who are tardy in paying their KidsCare bills to authorize automatic monthly payment of their KidsCare fees using a major credit card

as a condition of continuing enrollment in the KidsCare program. In addition, KidsCare can suspend school-age child care services to families refusing to pay their KidsCare fees in accordance with KidsCare policies.

To insure accurate account posting, it is very important to return the top section of each month's "Statement of Account" with your payment.

Also, KidsCare's "Automatic Monthly Payment" Plan is available to make payment of your KidsCare fees easy and simple to do. Simply complete the enclosed "Automatic Monthly Payment" Form and return to the KidsCare office, or call the KidsCare office (215-230-3445) to charge your monthly fee to a major credit card. Credit cards accepted include VISA, MasterCard, Discover, and American Express.

If you have any questions concerning your Monthly "Statement of Account", you can contact the KidsCare office at 215-230-3445.

Child Program "Absences"

It is the responsibility of the parent to notify the KidsCare office (215-230-3445) on any day that their child will not be attending the KidsCare "PM" program due to illness or other reason.

Your help in following this guideline will be most appreciated, and will help us to insure the safety and "whereabouts" of your child after school.

Also, please remember that **KidsCare's responsibility for your child only starts after the child has entered the KidsCare program area.** Each school is responsible for insuring that your child safely "gets to the KidsCare program". **Therefore, it is equally important to notify your child's classroom teacher if there will be a change of "established" after school plans (i.e. you will be picking-up your child directly from school rather than him/her going to the KidsCare "PM" program).**

Don't assume anything ... If a schedule change occurs ... let your child's school and KidsCare know what's happening with your child!

**KidsCare News
continues on the reverse side**

Program

"After Hours" Telephone

Should it be necessary for a parent to contact the KidsCare "PM" program while it is in session (after 3:15 p.m.), parents should directly contact their child's KidsCare program at the following telephone number:

Bedminster	215-795-0571
Deibler	215-453-7420
Grasse	215-721-1379
Guth	215-453-7338
Sellersville	215-453-7445
Seylar	215-453-7450
West Rockhill	215-453-7460

"Day-Off" Program ...

(Thursday, October 9th)

The first KidsCare "Day-Off" program will be held on Thursday, October 9th.

The program will be held at Seylar Elementary School located at 820 Callowhill Road, Perkasio (1/2 mile South of Rte. 113) This program starts at 7 a.m. and continues until the regular 6 p.m. closing time.

Parents are requested to provide their child with a bag lunch for this day.

The "Day-Off" program is an optional KidsCare program, and parents must register for this program separately from the regular KidsCare "PM" and KidsCare "AM" programs.

If you have not as yet completed the "Day-Off" registration form included with the original KidsCare portfolio, but wish to register your child for any or all of the "Day-Off" programs, contact the KidsCare office (215-230-3445), and/or complete and mail the "Day-Off" registration form included in the original KidsCare portfolio.

Parents who return a signed "Day-Off" registration form with no days checked will be registered for all of the scheduled "Day-Off" programs. Therefore, it is important to be careful in completing this registration form.

Remember, "Day-Off" program enrollments are limited, and will be accepted on a first come, first served basis. **No "walk-in" registrations will be accepted.**

Program

Discipline Exclusion Policy

Participation in any KidsCare program is strictly a privilege, and therefore, the KidsCare program reserves the right to exclude any participant from any or all KidsCare programs for any behavior **or parent behavior** deemed

inappropriate by KidsCare staff members and program officials.

It is extremely important for parents to carefully review with their children the importance of appropriate behavior while in attendance at the before-school and/or after-school program.

Student Health Examination

All children participating in any KidsCare program are required by state law to have an updated health examination, **including all required immunizations**, on file in the KidsCare office.

Pennsylvania Department of Public Welfare child care licensing requirements mandate that an updated health examination is required for any child enrolling in a KidsCare program, regardless of age or grade level.

All completed health examination forms must be returned to the KidsCare office by Friday, September 19th. Failure to comply with this requirement will result in your child not being permitted to continue in the KidsCare program until the form has been completed and returned as required.

If you need a health assessment form, please contact the KidsCare office (215-230-3445).

Program Tid-Bits ...

(Other Important Things To Know About KidsCare Programs)

Just a few other reminders concerning important KidsCare procedures:

- 1. It is the responsibility of the parent to inform KidsCare officials and program staff members about special health and/or medical considerations regarding their child.**
- 2. Once registered, enrollment classifications can only be changed for the succeeding program month with proper written notification according to KidsCare guidelines, and can not be changed part way through a program month.**
- A late charge will be assessed for any late pick-up, regardless of reason, at the rate of \$5 for every five minutes. Parents picking up their child(ren) late will be required to sign a "Late Pick-Up" form.
- No credits will be allowed for any "un-attended" days, regardless of reason.
- KidsCare will be providing a small "end-of-the-day" snack. **Parents should be sure to carefully note any food allergies on the Student Information/Emer-**

gency Release Form, as well as personally informing the head program instructor at their child's KidsCare location.

6. It should be understood that the KidsCare "PM" homework period, **Homework Helper**, does not and should not replace the nightly "home" study time where parents and child work together to review the day's lessons and complete and/or review homework activities.

Friendly Reminders ...

**September
KidsCare program fees
are payable in full
by
Friday, August 15th.**

**All completed
Program Emergency Forms
must be returned
to the KidsCare office
prior to the start of the
KidsCare program.**

**Forgetful? Too Busy?
Join
KidsCare's
popular & easy-to-use**

**Automatic
Monthly
Payment Plan**

**and have your monthly
KidsCare program fees
charged automatically
to a credit card of your choice.**

or

**"Pay by Phone"
Charge It!**

**Call
215-230-3445**

(VISA, MasterCard, Discover, Amex)