



Court Time Sports Center

Our mission at Court Time Sports Center, in conjunction with The Court Time Foundation, Inc., is to portray a positive image of sports and provide a safe and friendly atmosphere for members of the community and surrounding communities. In our All-Star Learning Programs, we intend to maintain our sports center mission as well as integrate a fun and safe environment for children to participate independently in educational, leisure and recreational activities. Our goal is to maintain an environment that fosters improved self-confidence, self-esteem, leadership and knowledge.

**“Learning is not a spectator sport.”
- D. Blocher**

HANDBOOK FOR KIDS 2011-2012

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

Program design

All of our programs, whether they are Pre-K or Before and After school, provide both academic and enrichment components every day. 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.



- **The specific 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

- **Complete the registration packet & submit the non-refundable registration fee to:**
The Court Time Foundation, Inc.
95 Enterprise Dr.
Elizabeth, PA 15037
412-754-2005

Registration forms will not be processed without the program registration fee. *Registration forms must be returned before a student can attend these programs.*

PRE-K/DAYCARE PROGRAM



WHO: 3 & 4 year olds
WHERE: Court Time Sports Center
WHEN: Monday through Friday of the school calendar year
HOURS: 6:30am – 6:00pm
***PRE-K ONLY:** Mon-Fri 9:30am-11:30am
FEE STRUCTURE FOR 2011-2012 SCHOOL YEAR:
 We offer various Part Time and Full Time rates. There is a 20% discount for a 2nd child or more, on the full time monthly plan. Our annual non-refundable registration fee is \$35 per child.

3 & 4 yr old Pre-K/Daycare Program Rates

	Weekly	Monthly	Daily
Full Time	\$165	\$660	n/a
Part Time	n/a	n/a	\$40/day

*3 & 4 yr old Pre-K only Rates

	Weekly	Monthly	Daily
Full Time	\$50	\$175	n/a
Part Time	n/a	n/a	\$10/day

\$35.00 Annual non-refundable Registration fee per child REQUIRED

BEFORE AND AFTER SCHOOL PROGRAM

WHO: Grades K-6
WHERE: Court Time Sports Center
WHEN: Every school day that school is in session.
HOURS: 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 2011-2012 SCHOOL YEAR:

We offer various Part Time and Full Time rates. There is a 20% discount for a 2nd child or more, on the full time monthly plan. Our annual non-refundable registration fee is \$35 per child.

Additional:

An additional \$10 fee will be charged for all school delays and early release days to cover the additional hours and an additional \$20 fee will be charged for all full days.



Before and after school program rates

	Part-Time Weekly Fee Per child	Full-Time weekly fee Per child	Monthly fee Per Child
Before Care	\$10/Day	\$50	\$175
After Care	\$10/Day	\$50	\$175
Before and After Care	\$20/day	\$75	\$300

\$35.00 Annual non-refundable Registration fee per child REQUIRED

Polices and Procedures

Payments

All monies are due before a child can participate and stay in the program. Fees are payable first day of attendance for each week if paying weekly or by the 1st of each month if paying monthly. A late payment charge of \$10 will be assessed for accounts not paid timely. There are no refunds or carry-over balances. We must staff in accordance with registration, therefore unused time is forfeited. There are no exceptions to this policy. Non-compliance with this policy is cause for termination of services.

Returned Checks

A \$30 returned check fee is 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 fails to make payments in a timely manner will be charged by credit card that is required to be on file.

Student Absence

When your child is sick or unable to attend the Learning Program, please call and leave us a message by 7am @ 412-754-2005. If your child has an early dismissal due to a doctor's appointment, sickness, etc., please call and let us know not to expect him/her on the bus if they are in our After School Program.

Children who are sick cannot attend the programs. If a child becomes sick while in the program, the parents/emergency contact will be notified to pick up the child immediately.

Schedule Changes

48 hour notice is necessary to modify your child's registered attendance schedule in any of the All-Star Learning Programs. Please notify us (412-754-2005) of all schedule changes. If your child attends the Before & After School Program, please also notify Pa Coach Lines (412-384-2400) of these changes. This is important to insure the safety of your child.

Late Pick-Up

The charge for late pick up is \$5 if pick up is between 6:00 and 6:15 p.m., and \$10 if pick up is between 6:15 and 6:30 p.m. After 6:30 the late pick-up fee will be an additional \$10.00 for every 15 minutes. Court Time personnel will begin calling the people authorized to pick up the child, beginning with the parents, if the parents have not notified Court Time of the late pick-up.

Emergency Contacts

Registration forms must have at least one emergency contact to be accepted. Emergency contacts can be friends, neighbors, relatives or co-workers.

Sign-out Policy

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.

Don't Forget Your ID!

Drop-Ins

Children are accepted on a daily basis if they are pre-registered and prepaid.

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

Inclement Weather



The All-Star Learning Programs will not be closed when the schools are delayed due to inclement weather or to some other emergency. In case of early school closing due to inclement weather or emergency conditions, the After School Program will also still operate. **An additional fee will be added for this coverage.

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.

Behavior/Discipline

Expectations:

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.

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**

In addition, the majority, if not all employees have bachelor degrees or higher certification.



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.

Non-Discrimination Policy

It is the policy of The Court Time Foundation, Inc. & Court Time Sports Center 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.

For more information about all of our programs visit www.courttimesportscenter.com

All-Star Learning Programs

Days Closed 2011-2012

SEPTEMBER 5—LABOR DAY



NOVEMBER 24—THANKSGIVING



NOVEMBER 25—DAY AFTER THANKSGIVING

DECEMBER 26—CHRISTMAS



JANUARY 2—NEW YEAR'S



MAY 28—MEMORIAL DAY



****Days that school is closed for additional 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 5 children in attendance. Prior notification will be necessary for these days.**

Additional fees will apply for Before & After School Program children.

NOTE: The Court Time Foundation, Inc. in conjunction with Court Time Sports Center, 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 \$10.00 is added to the regular Before & After School costs.

Examples:

**2 HOUR DELAY = If your child is scheduled Before School
(\$10.00 reg. fee + additional \$10.00) Total Cost = \$20.00**

**EARLY DISMISSAL = If your child is scheduled After School
(\$10.00 reg. fee + additional \$10.00) Total Cost = \$20.00**

**BEFORE & AFTER SCHOOL = If your child is scheduled for both Before & After School
(\$20.00 reg. fee + additional \$10.00) Total Cost = \$30.00**

FULL DAY SCHOOL CLOSINGS

(In-Service, Holiday Breaks, etc.)

If your child is part-time, there is an additional \$30.00 fee.

If your child is full-time, there is an additional \$20.00 fee.

Examples:

**BEFORE SCHOOL = If your child is scheduled Before School
(\$10.00 reg. fee + additional \$30.00) Total Cost = \$40.00**

**AFTER SCHOOL = If your child is scheduled for After School
(\$10.00 reg. fee + additional \$30.00) Total Cost = \$40.00**

**BEFORE & AFTER SCHOOL = If your child is scheduled for both Before & After School
(\$20.00 reg. fee + additional \$20.00) Total Cost = \$40.00**

✚ 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.

Important Contact Information

Address:

The Court Time Foundation, Inc.

All-Star Learning Program

Court Time Sports Center

95 Enterprise Drive

Elizabeth, PA 15037

Phone: 412-754-2005

Fax: 412-754-2006

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: 412-754-2005

