

# BEFORE & AFTER SCHOOL ENRICHMENT PROGRAMS AT



## 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. For our Before and After School Programs, we intend to maintain our sports center mission as well as integrate a fun and safe educational environment for children to participate independently in leisure and recreational activities. Our goal is to create an environment that fosters improved self-confidence, self-esteem, leadership and knowledge.**

**“Learning is not a spectator sport.”**

**- D. Blocher**

### **HANDBOOK FOR KIDS 2010-2011**

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

## Program design

**All of our programs, whether they are before school or after school, provide both an academic and an enrichment component every day. The academic component includes activities such as homework help and assistance in any academic content area. The enrichment component includes recreation sports such as soccer, basketball, volleyball, kickball, flag football, etc. and activities such as art, story telling, board games, 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.).
  - **Snack:** A before & afternoon snack and drink will be provided.

# General Policies

## REGISTRATION:

- **Complete the registration form & 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.***

# BEFORE AND AFTER SCHOOL PROGRAMS

**WHO:** Grades K-6  
**WHERE:** Court Time Sports Center  
**WHEN:** Every school day that school is in session.  
**HOURS:** Care is offered beginning at 7:00 a.m. until school begins and after the school day until 6:00 p.m.

## FEE STRUCTURE FOR 2010-2011 SCHOOL YEAR:

We offer Part Time and Full Time and monthly rates. There is a 20% discount for a 2<sup>nd</sup> 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
<b>\$35.00 Annual non-refundable Registration fee per child REQUIRED</b>			

# Payment Policies and Procedures

**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 1<sup>st</sup> 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.**

## Student Absence

**When your child is sick or unable to attend the Before School 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, or sick, etc. Please call and let us know not to expect him/her on the bus if they are in our After School Program.**

## Drop-Ins

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

## 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.**

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

## Sign-out Policy

**Written permission is necessary for anyone other than the parent/guardian to sign a child out from the After School or Before School Programs. Be prepared to show photo identification until the staff recognizes you.**

**Don't Forget Your ID!**

## 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 student/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.**

## Personal Articles Policy

**Students are discouraged from bringing toys, sporting equipment, money, valuable items, or pets to the Before and After School Programs unless prior permission has been given. The program cannot be responsible for lost, stolen or traded items.**

## Insurance Policy

**All students who participate in the Before or After School 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.**

## Inclement Weather



**Court Time's Before and After School 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 \$10.00 fee will be added for this coverage.**

# Before & After School Program

## Days Closed 2010/2011

**SEPTEMBER 6—LABOR DAY** 

**NOVEMBER 25—THANKSGIVING** 

**NOVEMBER 26—DAY AFTER THANKSGIVING**

**DECEMBER 24—CHRISTMAS EVE**



**DECEMBER 31—NEW YEAR'S EVE**

**MAY 30—MEMORIAL DAY** 

# Behavior/Discipline

## Expectations:

- **Participation in the Before and After School Programs at Court Time requires teamwork. Students, 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

### All Court Time's Before & After School Program staff are:

- **First Aid Certified**
- **CPR Certified**
- **The National Registry of Food Safety Certification**
- **Cleared 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.**



# The Court Time Foundation, Inc.

## Daycare

**Court Time Sports Center**

**95 Enterprise drive**

**Elizabeth, PA 15037**

**Phone: 412-754-2005**

**Fax: 412-754-2006**

## Important Phone Numbers:

**Parents are required to contact the After School Program staff if an emergency occurs and they must make other arrangements for having their child picked up.**

**PLEASE CALL: 412-754-2005**



## 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](http://www.courttimesportscenter.com)**

# 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. Daycare Program. 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: Students 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 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.