



# C.L.A.S.P.

CHELTENHAM LANDMARK AFTER-SCHOOL PROGRAM

**Every child. Every family. Every caregiver. Every day.**

## **CHELTENHAM ELEMENTARY**

7853 Front Street  
Cheltenham, PA 19012

## **GLENSIDE ELEMENTARY**

400 Harrison Avenue  
Glenside, PA 19038

## **School District of Cheltenham Township**

## **MYERS ELEMENTARY**

7609 Montgomery Avenue  
Elkins Park, PA 19027

## **WYNCOTE ELEMENTARY**

333 Rices Mill Road  
Wyncote, PA 19095

**Parent Handbook on Program Policies  
2018 - 2019**

# Table of Contents

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| Topic  | Page     |
|--|----------|
| I. C.L.A.S.P. Contact Information                            | 2        |
| II. Program Components                                       | 2        |
| III. Hours of Operation                                      | 2        |
| IV. Program Calendar & In-service/Spring Break Days          | 2-3      |
| V. Emergency Closings and Delays                             | 3        |
| VI. Arrival and Departure                                    | 3-4      |
| VII. Absences  | 4        |
| VIII. Registration   | 4-5      |
| IX. Tuition Rates  | 5-6      |
| X. Payment Policies and Procedures                           | 6        |
| XI. Tuition Assistance                                       | 7        |
| XII. Transportation  | 7        |
| XIII. Supervision  | 7        |
| XIV. Nutrition   | 7        |
| XV. Personal Belongings                                      | 7        |
| XVI. Visitors  | <u>7</u> |
| XVII. Withdrawals  | 7        |
| XVIII. Health and Safety                                     | 8        |
| XIX. Behavior Management System                              | 9        |
| XX. Guidelines for Children with Special Needs               | 10       |
| XXI. Transfer of Records Policy                              | 10       |
| XXII. Child Observations                                     | 10       |
| XXIII. Keystone STARS  | 10-11    |
| XXIV. Parent Networking Council                              | 11       |
| Appendix: Montgomery County Parent and Infant Resource Guide |          |

## Mission

**To provide a beyond school hours program for elementary age students in a safe environment in which students' social, emotional, and physical development is enhanced through challenging quality activities as a natural extension of their day.**

**The program focuses on activities that have proven to be effective in improving academic skills, promoting physical and emotional well being and building self-esteem and social relationships.**

## **I. C.L.A.S.P. Contact Information**

*Our central office is located at the Cheltenham School District, Administration Building, 2000 Ashbourne Road, Elkins Park, PA 19027. Our office hours are 8:00 am to 4:30 pm Monday through Thursday and 8:00 am to 4:00 pm on Friday.*

| <b>School / Position</b>         | <b>Name</b>    | <b>Office Phone</b> | <b>Work Cell Phone</b> |
|----------------------------------|----------------|---------------------|------------------------|
| Program Admin.                   | Peggy McManus  | 215-886-6805        | 267-784-5863           |
| Administration Fax: 215-881-6452 |                |                     |                        |
| CE / Site Director               | Mattie Pinkney | 215-635-7423        | 267-421-3359           |
| GE / Site Director               | Lesley Katz    | 215-886-6819        | 267-421-3358           |
| ME / Site Director               | Kristan Davis  | 215-517-4564        | 267-421-3354           |
| WE / Site Director               | Tekia Bigelow  | 215-881-6859        | 267-421-3357           |

## **II. Program Components**

The focus of the before and after school program is education and social skills. The program provides a warm welcome to the school setting. Caring supervision and materials are provided so the child can play quiet games, do homework, read, use art supplies and talk and play with friends. They are welcome to bring breakfast to eat (no food will be provided in the morning). Each morning there is a short time for outdoor play in nice weather or games for indoors in bad weather.

In the after-school program the daily schedule provides a balance of active and quiet activities in individual, small group and large group settings. Child-initiated and adult-directed activities occur indoors and outdoors. A snack is provided each day, fruit juice, cookies, crackers, fresh fruit or pudding are examples of afternoon snacks. If your child requires a special diet please send a snack from home. The mixed age grouping of children in each school fosters the development of initiative, leadership, responsibility, cooperation and respect for others. It mirrors a family or neighborhood play situation.

### **C.L.A.S.P Program for Elkins Park School**

C.L.A.S.P. – change to program for Elkins Park students

There are a few changes to the program C.L.A.S.P. for grade 5 and grade 6 starting September 2017. The daily student time schedule has changed and with this comes changes to C.L.A.S.P. for Elkins Park students. The new time schedule for students attending Elkins Park is 9:00am start time until 3:40pm dismissal. The most significant changes to this program is two-fold.

1. The before-and-after school program will now offer grades 5 and grade 6 a morning session opening at 7:00am and an afternoon session closing at 6:30pm.
2. The C.L.A.S.P. location for Elkins Park students will be held at Cheltenham Elementary. You will drop-off your child at:
  - a. Cheltenham Elementary, 7853 Front Street, Cheltenham, PA 19012.
  - b. C.L.A.S.P. Office Phone – 215-635-7423
  - c. Site Director – Mattie Pinkney

Elkins Park students attending the morning session of C.L.A.S.P. at Cheltenham Elementary School will be transported to Elkins Park School by Tropiano school bus for their school day.

Elkins Park students attending the afternoon session will be transported by Tropiano school bus to Cheltenham Elementary for childcare services.

### **III. Hours of Operation**

Morning Program ... 7:00 am to start of classes  
Afternoon Program ... end of classes to 6:30 pm

### **IV. Program Calendar**

The program begins on the first day of school and ends on the last day of school. C.L.A.S.P. follows the school calendar. When schools are closed for holidays, inclement weather or unforeseen problems, C.L.A.S.P. will also be closed. When schools are open for half-day sessions, C.L.A.S.P. hours will begin at the early dismissal time. On some of these early dismissal days, typically before holidays, C.L.A.S.P. will close at 5:00 pm. Parents will be notified prior to these early closings.

Week of April 15, 2019 Spring Break – C.L.A.S.P. **CLOSED**

**Last Student Day:** CLASP will be open **until 4:00pm.**

### **V. Emergency Closings and Delays**

In the event schools are closed for emergency reasons, the C.L.A.S.P. program will also be closed. **When schools close early, C.L.A.S.P. is closed and staff will not report to the site.**

**Important: To ensure your child's safety, always have the emergency contact information up-to-date.**

**When schools open late due to inclement weather, C.L.A.S.P. will NOT be open.**

### **VI. Arrival and Departure**

#### ***Morning Arrival***

For the child's safety, parents cannot drop the child off before the staff arrives. The child must be dropped off by a parent, or authorized adult 18 years of age or older. Each child must be brought inside the building, using the designated C.L.A.S.P. entrance, by a parent or authorized adult who must sign the child in on the attendance form. This might appear to be an inconvenience when parents are in a hurry to get to work in the morning, but it is the only way of knowing that a child has arrived safely.

#### ***Afternoon Departure***

All children must be picked up by 6:30 pm. A parent or authorized adult (18 years or older) must come into the building, using the designated C.L.A.S.P. entrance, and sign the child out on the attendance form. Parents arriving after their scheduled pick-up times are asked to sign a late pick-up form verifying the actual time of pick-up.

#### ***Late Pick-Ups***

All sites close at 6:30 pm. **The late fee is \$5 per minute (6:31= \$5, 6:32= \$10).**

The site clock determines the late pick-up time. Please call your site if there is an emergency that will result in a late pick-up. Although we understand that occasionally a traffic problem or other situation may cause lateness, an alternate person (a family member, neighbor, or another C.L.A.S.P. parent) is to be designated on the Emergency

Contact Form to pick-up your child. More than 3 late pick-ups without a prior call can be cause for immediate withdrawal of a child from the program. If the parent or guardian does not contact the staff by 7:00 pm regarding the late pick-up of a child, local authorities are contacted.

### ***Pick-up Authorization***

The registration forms provide space for parents to list those people who are authorized to pick-up the child after school. Authorized people must be 18 years of age or older. The child will be released to no other persons unless the parent has called the office and given authorization. No child is permitted to leave the program alone, even by request of a parent. These procedures are for the protection of the child and are adhered to strictly.

In cases of child custody, the office must have a copy of the court order on file to deny access to the non-custodial parent or guardian.

### ***Pick-up/Drop-off Locations***

- **Glenside Elementary: Pick-up and Drop-off:** Park in the lot off of Harrison Avenue C.L.A.S.P entrance is in the back of the school near basketball court.
- **Myers Elementary:** Park on Mill Street and enter through cafeteria door by basketball court.
- **Cheltenham Elementary:**  
**Pick-up and Drop-off:** Park in the 1<sup>st</sup> parking lot off of Ashbourne Road. Enter through the door next to the main entrance.
- **Wyncote Elementary: Pick-up and Drop-off:** C.L.A.S.P entrance on Barker Road

## **VII. Absences**

If a child will not be attending the program because of occasional scheduled appointments, vacations, or other planned absences, parents must notify the Site Staff in advance. If a child is ill, parents must call the site to report the illness and subsequent absence. Absences without prior notification may be mistaken for a missing child and unnecessary time may be spent searching for the child. If a child does not arrive at the program as intended, the staff will contact parents. If the child's parents cannot be reached, the staff will call the child's emergency contacts.

## **VIII. Registration**

1. Submit a completed registration form using the digital system, SANDBOX. This is found on the district's web site, [www.cheltenham.org](http://www.cheltenham.org). Go to Departments, click on CLASP. Click on the 2018-2019 CLASP Registration Form. This will bring you to the page with the links for registration. Click on the Online Registration for your child's school. Grade 5 and grade 6 – click on Online Registration for Cheltenham Elementary.
2. First month's tuition is due August 3rd. Students may not start with a balance due.
3. There is a one-time non-refundable registration fee of \$50 for new students. The fee is discounted to \$45 for additional children. This is due at time of registration.

**Important Reminder: Enrollment is available on a first-come, first-served basis. Returning or continuing participants must fill out new registration forms each school year.**

The limit for student enrollment is primarily determined by two factors. Programs are offered based upon staff-student ratios and the number of students the space allows under

D.H.S capacity limit guidelines. Any family that C.L.A.S.P. is unable to place will be placed on a waiting list and notified when space is available.

At certain times during the school year there may be a processing period of up to two weeks between submitting your registration forms and the date on which your child(ren) can begin attending the program. In order to avoid this, please submit registration materials well in advance of your planned start date. During the school year, once your child is admitted to the program, he/she can start at the beginning of the next week of school. For example, if you submit your completed registration materials on a Tuesday, your child can begin attending C.L.A.S.P. the following Monday.

It is the responsibility of the parents to keep enrollment records current. This includes home phone number, address, change of employer, business phone, emergency phone numbers, immunizations, and child's scheduled attendance in C.L.A.S.P., as well as any changes in persons authorized to sign your child out of the program site. This is important for the safety and security of your child.

Please notify the C.L.A.S.P. office if your child requires any accommodations or special assistance to participate. C.L.A.S.P. is committed to including children with special needs. If your child has an IEP (Individualized Education Plan) with the district, please provide a copy to C.L.A.S.P within 30 days of your child's enrollment.

C.L.A.S.P. does not discriminate as to race, creed, or national origin and complies with Rec. 504 of the Americans with Disabilities Act of 1990.

Information regarding in-service day plans will be distributed at least two weeks in advance of the in-service day. In order to appropriately staff the program on these days, the permission slip and payment must be returned directly to the main C.L.A.S.P. office by the date listed on the permission slip. Late registrations will not be accepted.

**IX. Tuition Rates for C.L.A.S.P 2018-2019**

| <b>Full Time (Before and After School, Mon – Fri)</b> |                 |
|---|-----------------|
| Days per week   | Fee due Monthly |
| 5   | \$391           |
| 4   | \$313           |
| 3   | \$235           |
| <b>Before School only</b>                             |                 |
| Days per week   | Fee due Monthly |
| 5   | \$164           |
| 4   | \$131           |
| 3   | \$98            |
| 2   | \$65            |
| 1   | \$32            |
| <b>After School only</b>                              |                 |
| Days per week   | Fee due Monthly |
| 5   | \$246           |
| 4   | \$202           |
| 3   | \$155           |
| 2   | \$103           |

|  |      |
|--|------|
| 1  | \$52 |
| <b>Account balance must be \$0 on 1<sup>st</sup> of month for child to participate</b>   |      |
| <b>Extra Services (to be billed separately)</b>  |      |
| Early Dismissal Wednesday<br>(3 <sup>rd</sup> Wed afternoon each month; if your normal weekly schedule includes Wed afternoon you do not have to pay extra for this service) | \$33 |
| Early Dismissal (holiday)  | \$35 |

| <b>Discounts</b>                    |                                  |
|-------------------------------------|----------------------------------|
| Cheltenham School District employee | 20% - applied to monthly billing |
| Family Discount                     | 10% - applied to younger sibling |

## **X. Payment Policies and Procedures**

- Annual tuition is divided into 10 equal monthly payments. This tuition rate stays the same regardless of your child’s attendance, the number of school days in a month, or school closures due to inclement weather.
- A payment is due at the time of registration as well as a \$50 one-time registration fee for new students.
- A payment is due at the time of registration as well as a \$45 one-time registration fee for new students that are siblings to the older student.
- Tuition payments are due on the 20<sup>th</sup> of each month for the following month (e.g. pay October tuition on September 20<sup>th</sup>).
- Your account must have a \$0 balance on the 1<sup>st</sup> for each month to be eligible to participate with C.L.A.S.P.
- Tuition payments are non-refundable regardless of attendance, illness, late registration or withdrawal from the program.
- **Methods of payment:**
  - ***Sandbox: You will receive an email after your completed registration is submitted. The email will contain instructions to create your Parent Portal through Sandbox & instruction to remit payment***
  - ***The preferred method of payment is through your Sandbox Parent Portal.***
  - ***You may set up for auto-pay by entering your financial information into your Parent Portal, however...***
  - ***Please send an email to [cercolono@cheltenham.org](mailto:cercolono@cheltenham.org) to confirm authorization for the auto-pay option.***

We accept personal checks, money orders, credit cards or cash.

- You may mail or deliver your payment in person to:  
Cheltenham School District Attn: Office of C.L.A.S.P.  
2000 Ashbourne Road  
Elkins Park, PA 19027

\*\* We encourage you to remit payments using your SANDBOX Parent Portal, however if you do not have the ability to do so, payments will only be accepted at the central office located at the school district’s administrative building. Payments will not be accepted at the site.

### ***Late payments***

Payments are considered late if received at the Administration Building after the 1<sup>st</sup> of the month. If your account has a balance on the 1<sup>st</sup> of the month, you

will receive a slip with you balance listed & your child will not be permitted to return until the balance is paid in full.

- ***Returned checks***

If a check is returned as NSF (non-sufficient funds), the payer is responsible to pay the \$30 NSF check fee.

- **Federal Tax ID**

Our federal tax ID# is: 23-6003594

### **XI. Tuition Assistance**

Montgomery County Office of Child Day Care Services is the Child Care Information Services (CCIS) Agency for Montgomery County. The CCIS offers Resources and Referral services to all county residents and assists eligible families with child care costs through the subsidized child care program.

Please contact the C.L.A.S.P. office or call the CCIS office at 1-800-281-1116 or go to [www.montcopa.org/ccis](http://www.montcopa.org/ccis) for more information.

### **XII. Transportation**

Regular transportation to the school in the morning and from the school in the afternoon is the responsibility of the parent. Special transportation for field trips will be provided when appropriate. Parents must sign permission slips before their child will be allowed to participate in such trips.

Elkins Park students attending the morning session of C.L.A.S.P. at Cheltenham Elementary School will be transported to Elkins Park School by Tropiano school bus for their school day.

Elkins Park students attending the afternoon session will be transported by Tropiano school bus to Cheltenham Elementary for childcare services.

### **XIII. Supervision**

During the hours of the program, children are supervised at all times by C.L.A.S.P. staff.

### **XIV. Nutrition**

Our emphasis is on providing nutritious food that contributes to children's good health. We try to integrate nutrition education into our regular curriculum and stress healthy eating habits. A list of snacks is posted each month. Parents may supply an alternate if a particular item is unacceptable.

### **XV. Personal Belongings**

Children are responsible for their own belongings including clothing, toys and other personal items. There may be times when children are asked to bring something for a special activity but for the most part we discourage children from bringing their own toys or money. This prevents disappointment over lost or broken items.

Children's personal items, including coats, clothing and schoolbags, are cleared from the rooms after each session of the program. Any personal property that remains after the session is taken to the Office Lost and Found. The program attempts to help children stay organized, but it cannot be responsible for lost personal property.

### **XVI. Visitors**

For safety and liability reasons, drop-in visitors must obtain permission from the program administrator prior to observing or participating in the program. Unauthorized visitors will not be allowed on the school site. Parents, of course, are welcome to visit at any time.

### **XVII. Withdrawals**

Parents wishing to withdraw their child from the program must notify the main C.L.A.S.P. office. Failure to notify the office may result in additional charges. Obligations left unmet prior to withdrawal or at the end of the school year will result in refusal of readmission.

### **XVIII. Health and Safety**

Our primary concern is the health and safety of the children. To that end, we establish a safe, secure environment by practicing fire drills and providing program activities that emphasize safety procedures and nutrition education. As required by state policies, we have developed and implemented an Emergency Operations Plan for each of our sites. This plan is available upon request. The plan addresses such issues as:

#### Immediate Shelter

If there is not sufficient time to move the children to the safest spot in the facility, whatever shelter is available at or near the children's classroom should be used.

#### Immediate Evacuation

Some emergencies require that everyone leave the facility as soon as possible. There may not be time to evacuate to another facility. Immediate evacuation moves everyone to a safe assembly area outside, but near the facility.

#### Shelter in Place

If the emergency makes it unsafe to go outside it may be best to move the children to a spot in the facility that offers the best protection.

#### Evacuation to a Relocation Facility

If immediate area is in danger, it may be necessary to move the children and staff to another facility that is far enough away to not be in danger.

The plan also addresses communications with parents, emergency supplies and medical emergencies

All sites also have first aid kits on site and provide six hours of staff training per year in CPR and first aid per state requirements.

For the safety of our children, C.L.A.S.P entrances at all of our sites will be locked. Please use the designated C.L.A.S.P entrance which is clearly marked and has been outfitted with a door bell. Please use this doorbell to alert staff upon your arrival.

### **Illness**

Children who are ill (swollen glands, unexplained rashes, head or stomach aches, head lice), who have had a fever within the past 24 hours, or who did not attend school will not be accepted into C.L.A.S.P. on that day. Parents must inform the Site Director when an absence is due to a potentially infectious illness.

If a child becomes ill during the program, site staff will contact the parent or other authorized party to pick the child up from the program. It is expected that the child will be picked up from the program immediately. The child will be provided an isolated area to rest until a parent arrives.

### **Medical Conditions**

It is the parent's responsibility to inform the staff of any known medical condition that may require assistance. These conditions should also be noted on the registration forms

and updated as required. If medication must be administered by staff, because of an exceptional circumstance, parents must provide the program with:

1. An order signed by a physician with specific directions for the method, amount, and time schedule for administration.
2. The original containers with pharmacist's label designating patient's name, instructions, drug name and prescribing physician's name.
3. A written and signed request from the parents.
4. A written record kept of all children receiving medication.

In case of illness or injury, the staff will follow parental instructions on the registration form (if provided) or deal with emergencies in the best possible manner. If the child must be transported to a physician or hospital, the parents will be contacted or in cases where they cannot be reached, then the emergency contact will be called.

If no one can be reached, then the child will be transported by ambulance to a nearby medical facility and/or physician. If the illness does not require a medical facility or a physician, then the parents will be contacted to pick-up the child immediately.

All First Aid is recorded on C.L.A.S.P. first aid slips. Whenever a student receives First Aid, the parent will receive a copy of the slip. Injuries are recorded on an incident report which is to be signed by the parent.

### **XIX. Behavior Management System**

Children in the C.L.A.S.P. program will be approached in a positive manner and treated with respect. Staff will work with parents and the school to establish consistency for each child. Children will learn self-discipline, respect for others and how to make good choices. Appropriate behaviors are recognized and rewarded; misbehaviors are redirected. Children not responsive to redirection will be reminded to correct their behavior through loss of privileges and rewards. Emphasis is placed upon each student taking responsibility for his/her own behavior. Children are expected to enjoy and participate in activities without disrupting or preventing other children's enjoyment and participation.

Parents will be kept informed of problems as they arise and may be asked to follow through at home in special situations. Communication between staff and parents concerning any changes in the child's routines will enable us to work as partners to provide the best care for your child.

**One or several of the following steps will deal with severe or continuous behavior problems:**

- 1. Immediate pick-up by parent**
- 2. Immediate suspension for 1-2 days**
- 3. Program Suspension**
- 4. Behavior Contract**
- 5. Immediate termination from C.L.A.S.P.**

**If site staff determines that a child cannot benefit from C.L.A.S.P. or presents a danger to others, parents will be required to withdraw their child from the program.**

Parents are asked to work as partners with C.L.A.S.P. and respect our professional training. Any parent who is disrespectful or who threatens staff in any way will be asked to remove their child from the program.

### **XX. Guidelines for children with special needs**

Children with special needs will be included in the program in buildings with physical layouts that make attendance feasible as long as no special accommodations are needed.

If a child has a one-to-one service during the regular school day or has a condition requiring individual staff, the parent will arrange for and provide that service while the child attends C.L.A.S.P. The School District will not pay for one-to-one service during C.L.A.S.P. nor assume responsibility for finding someone to work in that capacity. The child may not attend C.L.A.S.P. without the required staff in place.

Children with documented emotional conditions who exhibit anti-social behavior deemed to be harmful to the well being of other children or staff will be excluded from the program. Every attempt will be made to accommodate all children but safety has to be our number one concern.

***IEP (Individualized Education Plan)***

If your child has an IEP with the school district or is eligible for special services, please provide a copy to C.L.A.S.P. within 30 days of enrollment. The IEP will be reviewed by our staff to ensure your child's requirements can be met while participating with C.L.A.S.P.

**XXI. Transfer of Records Policy**

If you would like a copy of your C.L.A.S.P records to be sent to another childcare facility or for your own records, please call our office and we will make arrangements immediately. There is no charge for this service.

**XXII. Child Observations**

To retain our Department of Human Services (DHS) and Keystone STARS certification, we are required to conduct two observations per school year of every C.L.A.S.P. student who attends the program for more than 15 hours per week. These observations are not included in the child's permanent record. The Site Director or Group Supervisors at your child's site will share the completed observations with you and request your signature to confirm that you had the opportunity to see the observations and have a conference to discuss the results. If you have any questions about these observations, please call the main C.L.A.S.P. office.

**XXIII. Keystone STARS**

Keystone STARS is an initiative of the Office of Child Development and Early Learning (OCDEL) to improve, support and recognize the continuous quality improvement efforts of early learning programs in Pennsylvania.

The Keystone STARS Performance Standards provide the foundation for the program. The Performance Standards are grouped into four levels, STARS 1-4.

Each level builds on the previous level and utilizes research-based best practices to promote quality early learning environments and positive child outcomes. The standards address staff qualifications and professional development, the early learning program, partnerships with family and community, and leadership and management. C.L.A.S.P. is currently a STAR 2 program. If you would like to know more about our involvement with the STARS initiatives please call the C.L.A.S.P. office.

***PATHS-Promoting Alternative Thinking Strategies***

It is a social emotional curriculum which benefits both staff and students. In PATHS the children will learn to recognize when they are having a problem. They will learn that when they have a problem, they need to stop and think, rather than act out their feelings

by misbehaviors. Staff will learn how to identify their strengths and weaknesses and to seek out resources to strengthen skills.

#### **XXIV. Parent Networking Council**

The C.L.A.S.P. program is committed to ensuring that the parents and community will have input in the beyond school hours program. To that end, we are organizing a Parent Networking Council whose primary goal is to enhance our communication system and develop a dynamic network of support avenues for parents/guardians who are connected as members of our C.L.A.S.P. family. The purpose of the committee will be to:

- Provide feedback on the program and its activities; to assess strengths.
- Examine and prioritize the issues regarding children and youth.
- Provide support for ongoing operations and ensure the program meets the needs of the children and community.