



EXTENDED CARE – School Age Child Care

Lois Johnson Extended Care provides a safe, enjoyable place for kindergarten students through age 12. Care is provided for both public and private school students who reside in Bethel Park. Hours of operation are 6:30 a.m. until school release and after school until 6:00 p.m. Full day care is provided from 6:30 a.m. until 6:00 p.m. during school closings when a school building and staff are available. Students enrolled at Armstrong will be transported to and from our elementary school locations by the Bethel Park School District. A Kindergarten Wrap Around program is available to Franklin, Memorial, Penn, and Washington Elementary kindergarteners. Lois Johnson Extended Care also provides a full day summer program for students.

PHILOSOPHY

- Each child is an individual with his/her own needs and will be treated as such.
- Each child will be treated with respect.
- Each child needs care and nurturing in the absence of his/her parents as well as with them.
- Each child needs directions for his/her activities with room for creativity.
- Each child must treat the others with respect and fairness in work and play.
- Each child relaxes and participates well in an atmosphere of informal structure.
- Each child works best with guidelines that are consistent.
- Each child will be treated equally and fairly regardless of color, race, religion, or origin.

CENTER & STAFF

Lois Johnson Extended Care locations are licensed by the Department of Human Resources (DHS), are members of PACCA (Pennsylvania Child Care Association), and are Keystone STARS centers. Lois Johnson staff is carefully selected for their caregiver/teaching experience, training and educational background and their sensitivity to the individual needs of the school age child. Staff is trained in pediatric first aid and CPR. All have current child abuse clearances and meet the requirements of DHS for staff of a licensed child care facility. In addition, each staff member acquires six hours or more of in-service annually related to the care and development of children.

ENROLLMENT

The Service Agreement, Emergency/Parental Consent, and Child Health Appraisal forms must be completed, in entirety, prior to admission. Parents are required to review and update the Emergency/Parental Consent information and the Service Agreement at least once in a six month period or as soon as there is a change in the information. Parents must affix a dated signature to the record indicating their review and attesting to the accuracy of the information as required by Department of Human Services (DHS). There is a non-refundable, registration fee of \$25 per family. Tuition is payable on a weekly basis. Payment is made through Tuition Express. Please discuss with center director if parents wish to make other payment arrangements. The weekly amount due is stated on the Service Agreement at time of enrollment.

ATTENDANCE INFORMATION

Lois Johnson opens at 6:30 a.m. and closes promptly at 6:00 p.m. Care is provided in the school cafeteria. Children are released at the end of the school day from their classrooms and walk to extended care. The school district busses Armstrong students to our extended care centers at Franklin, Lincoln, and Washington Elementary schools. Lois Johnson provides transportation to and from Washington Elementary for Penn students. Parents will accompany students into the school's designated entrance and sign children in and out of care each day. Parents should notify the extended care center their child attends if their child will be absent for any reason. This is especially necessary for after school care when children walk into care from school. Voice mail is available for parents' use 24 hours a day at each school site. Parents will be financially responsible for weekly tuition amount, regardless of days/hours of attendance. Lois Johnson staffs according to the number of children attending care each day. Only with permission from the Extended Care office (412-835-7324) should a child attend on an unscheduled day. Additional charges for extra days will occur as stated on the service agreement. All accounts must be current for continued service. Lois Johnson has the right to cancel child care services if payment is two weeks past due. Returned checks are charged a \$20.00 fee. A handbook will be given at enrollment detailing policies and procedures.

SCHOOL DELAYS & CLOSINGS

During inclement weather, look for school closings and delays on WTAE-TV/KDKA-TV or Bethel Park's school website: www.bpsd.org. Lois Johnson Extended Care will provide care at our Franklin Extended Care center on these days if we have access to the building. However, if not, WTAE-TV/KDKA-TV will indicate our closing on the television under Lois Johnson Child Care Center, or call the Extended Care Office for an announcement. Extended Care is closed for the following holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, school closings during Christmas & New Year week, Easter break, and Memorial Day.

USEFUL INFORMATION

Afternoon care students are provided a snack each day. Parents must provide snacks each day for children requiring special diets/snacks. Parents should indicate on the Emergency/Parental Consent form if a child has food allergies.

Students go outside daily if temperature is above 25 degrees and not raining. Children must have appropriate outerwear each day. Children are allowed to change into play clothes if sent in student's backpack for after school care.

As a safety concern, all children must wear shoes that cover the entire foot during gross motor play, both in the gym and out on the playground. Boots are not allowed in the gym. If your child wears sandals, open-heeled or open-toed shoes, or platform shoes to school, please send their gym shoes in his/her backpack to be worn during extended care so your child can participate in gross motor play.

Activities include homework, card and board games, dramatic play, building toys, arts and crafts, indoor gym time and gross motor play on the school playground. On days that care is offered when school is not in session, additional activities will be scheduled and parents will be notified by newsletter about the activities.

CONTACT INFORMATION

Brandi Rybicki is the School Age Director. The office email is director@loisjohnsonchildcare.com. The Extended Care office address is 5397 Brightwood Road, Bethel Park. The Extended Care office phone number is 412-835-7324.

Extended Care Center Sites Phone Numbers:

Franklin Elementary: 412-452-5553

Lincoln Elementary: 412-969-1008

Memorial Elementary: 412-452-5549

Washington Elementary: 412-452-5562

Voice mail is checked before each session of care daily.



Lois Johnson Learning & Child Care Center, Inc.

(412) 835-7324

5397 Brightwood Road, Bethel Park, PA 15102

director@loisjohnsonchildcare.com

2018-2019 SERVICE AGREEMENT FOR SCHOOL AGE CARE

Child's Name: _____ Grade: _____ Admission Date: _____ Withdrawal Date: _____

Parent's Email: _____ Mom's Cell: _____ Dad's Cell: _____

Person(s) designated by parents to whom child may be released: (please indicate names on Emergency Contact/Parental Consent Form also) _____

TUITION AMOUNT: \$ _____ per week. Please indicate days below. Tuition is based upon attendance as stated below.

FULL TIME (5 DAYS) AM & PM CARE: \$100/week

FULL TIME (5 DAYS) AM OR PM CARE: \$68.75/week

PART TIME (< 5 DAYS) AM & PM CARE: \$22/day

PART TIME (< 5 DAYS) AM OR PM CARE: \$15/day

EXTRA DAYS (for days a child is not scheduled to attend) AM & PM CARE: \$25/day

EXTRA DAYS (for days a child is not scheduled to attend) AM OR PM CARE: \$18/day

*Siblings have a discounted rate. Please call Extended Care office for rate.

SCHOOL CHILD ATTENDS: _____

EXTENDED CARE SITE

ATTENDING: _____

CHILD'S SCHEDULE (check off child care sessions attending):

M: AM _____ PM _____ TU: AM _____ PM _____ W: AM _____ PM _____ TH: AM _____ PM _____ F: AM _____ PM _____

CHILD'S ARRIVAL TIME: _____

CHILD'S DEPARTURE TIME: _____

Tuition amount is paid through Tuition Express. Families requesting special payment (other than Tuition Express) must make arrangements with the Extended Care director. No money is accepted at the school. Each child will be withdrawn on June 1, 2019 unless indicated above on date of withdrawal. Parent/Guardian is financially responsible for any days missed. No credits/refunds given for full/partial weeks missed. Services can be canceled by either party with or without reason. Fees will be charged for collection services for past due amounts.

REGISTRATION FEE: \$25.00 per family. If a child is withdrawn/unenrolled during a session and is re-enrolled later during the same session, parent must submit a new Service Agreement and Registration Fee.

LATE FEE: \$15.00 per fifteen (15) minute increments (per child). Charge begins at 4:01pm on New Year's Eve and 6:01pm all other days. Center closes at 4:00pm on New Year's Eve.

LATE TUITION PAYMENT FEE: Payment is considered on time if paid by the end of day Friday, the week before a child attends. A \$25.00 late payment fee will be charged for tuition not paid by Monday.

ADDITIONAL INFO/FEES: Snack will be provided during PM care. If a child requires a special diet/snack, parents must provide snack. When school is closed for early dismissals, in-service days, snow days or school vacation days, care will be provided for an additional charge: \$25.00/day for enrolled AM & PM Care children or \$30.00/day for enrolled AM or PM Care children for full day care. For school delays, there is an additional \$5 charge if a child is regularly registered for AM care and comes any part of the morning. If school is closed during lunchtime, lunch should be brought from home. Care may be available during Winter Break and Spring Break for an additional fee posted at time of availability. If a child is scheduled to attend four days or less, there is an additional fee of \$25.00 for AM & PM care/day or \$18.00 for AM or PM care/day if a child attends additional day(s) than scheduled. An additional \$20.00 fee will be imposed for any NSF checks.

This Service Agreement may be canceled by Lois Johnson Learning & Child Care Center, Inc. at any time with or without notice, in its sole discretion. Any unused tuition paid by parents/guardians will be refunded within 30 days of cancellation.

I, the parent/guardian (please check the following):

_____ received complete written program information at the time of enrollment.

_____ agree to update the Emergency Contact/Parental Consent Form information whenever changes occur or every 6 months at minimum.

_____ give permission for sunscreen to be applied on my child while enrolled. I will provide sunscreen.

Parent/Guardian Signature

Date

Director Signature

Date

For Update Only: Parent/Guardian Signature

Date

Office Use Only

For Update Only: Parent/Guardian Signature

