

# CBSD Before & After Care Program Parent Handbook 2026-2027



Register Online

By Friday, August 21, 2026

Registration and Information is available at:

[www.cbsd.org](http://www.cbsd.org)

CBSD Before & After Care Program

16 Welden Drive

Doylestown, Pa 18901

Phone: 267-893-5702/5703

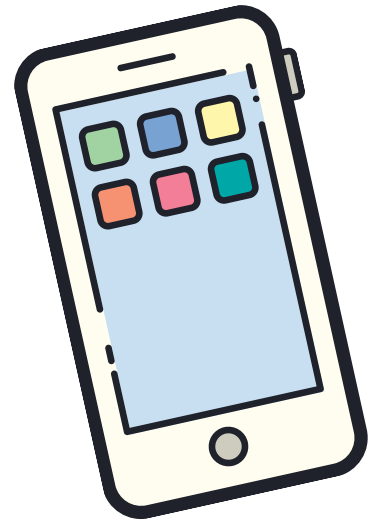
Email: [childcare@cbsd.org](mailto:childcare@cbsd.org)

\*Keep Parent Handbook in a convenient location for quick reference.\*

Equal Opportunity Care Provider

## **Site Contact Numbers**

Please call your childcare site with any attendance schedule changes. Let the Group Lead know the best way to contact you.



Barclay	215-768-5107
Bridge Valley	267-718-1560
Buckingham	215-651-7821
Butler	215-651-7826
Cold Spring	215-651-7171
Doyle	215-651-7869
Gayman	215-768-5106
Groveland	215-651-3610
Jamison	215-768-5108
Kutz	215-651-7874
Linden	215-651-7891
Mill Creek	267-454-8062
Pine Run	267-454-8063
Titus	215-651-7898
Warwick	215-768-5109

## **Our Mission**

Our program aims to create a secure environment that fosters social and emotional growth, within a nurturing atmosphere, filled with fun and creativity. This school-based initiative serves as a seamless extension of your child's day, providing benefits for both parents and children alike.

## **Eligibility**

Children attending Central Bucks School District Elementary schools; in grades K through 5 are accepted into the program

## **Parent Expectations of the Program**

Parents can expect a program that provides the following:

- Safe, supervised alternative to children going home to an unsupervised environment.
- Variety of unique enrichment and learning activities.
- High quality, affordable childcare program for elementary age children in a neighborhood school setting.
- Highly qualified and experienced childcare staff.
- Courteous office staff ready to serve your clerical needs.
- Variety of enrollment options.

## **Child Expectations of the Program**

The child can expect a program that provides the following:

- Safe, friendly, nurturing environment.
- Flexibility and various choices of activities from drawing/coloring, crafts, tabletop games, cooking, sports (appropriate shoes required), computers, building, outdoor play (dress pertinent to the weather conditions), movies, and nutritious snack.
- Playmates their own age and/or grade.
- A supervised homework time is available each day (we do not offer one on one tutoring).

## **Enrollment Options**

Our Child Care Programs are held at each elementary school, providing a smooth transition from classroom to program. We have several program options designed to support your family's schedule. Tuition is charged according to your enrollment program, not by the days your child attends.

Programs run Monday through Friday  
Before Care: 7 am to the start of school  
After Care: dismissal to 6 pm

### **FULL TIME**

More than 2 days a week

### **PART TIME-AM and/or PM**

4 or 8 days a month

All days must be used within the month; they do not carry over.  
You are buying 4/8 days to use throughout the month; however you see fit. If you don't use them all, they will expire at the end of the month.

### **HALF DAY**

Early Dismissal Days  
½ day dismissal-6pm

\*AM Care-keep the child care Group Lead informed of your child's schedule.

\*PM Care-notify your child's teacher and child care Group Lead of their aftercare schedule

\*After 6 pm, a late fee will be assessed at the rate of \$2.00 per minute. Excessive late pick-ups may jeopardize your child's position in the program.

You can register for the Child Care Program at any time. In order to start the first week of school, all signed forms and physicals must be submitted to the CBSD Before & After Care Program office before Friday August 21, 2026.

All changes to enrollment must be in writing and sent to the Child Care Office at [childcare@cbsd.org](mailto:childcare@cbsd.org). Once a student is registered, any enrollment change requests will be subject to a \$10 processing fee for each request.

# Half Day Program

The Half Day program is held at your Child Care School Site.

\*Provide a packed lunch for your child as the kitchens are closed\*

September 30, 2026

January 22, 2027

October 30, 2026

March 11, 18 & 19, 2027

November 23 & 24, 2026

May 28, 2027

December 1 & 23, 2026

June 10 & 11, 2027

Dates are subject to change according to the Central Bucks School District calendar.

\*Half day program is included in the full time AM/PM program and the full time PM program.

\*If you are registered part time and use the half day program, you will be charged the half day fee.

\$60.00 per day to attend-Registration is required.

\*Please inform the childcare Group Lead if your child will be using the half day program. It helps with staffing and preparations.

# Monthly Tuition

PROGRAM	1 <sup>ST</sup> CHILD	2 <sup>ND</sup> CHILD	3 <sup>RD</sup> CHILD
Fulltime AM/PM	\$600	\$570	\$542
Fulltime AM	\$350	\$333	\$316
Fulltime PM	\$500	\$475	\$451
Part Time AM-4	\$150	\$143	\$136
Part Time AM-8	\$250	\$238	\$226
Part Time PM-4	\$200	\$190	\$181
Part Time PM-8	\$300	\$285	\$271

## **Online Registration Information**

Register online at Central Bucks School District website: [www.cbsd.org](http://www.cbsd.org)

Hover over “Departments,” click on “Community School,” then click on “Before and After School Childcare Program” tab.

If you are a “Returning Family” or a “New Family” please click the appropriate tab and follow the prompts. A non-refundable registration fee of \$75 per child or \$125 per family is required at the time of registration.

Upon completing your online registration, you will receive an automated email from Procure. **Your registration is not complete** until you get a confirmation email from the Before/Aftercare Office. All registrations **MUST** include the signed registration form, signed parent agreement form and your child’s health record, including immunizations, for new families.

Send all paperwork to the Community School office via email, drop off, or mail.

Childcare@cbsd.org  
16 Welden Drive  
Doylestown Pa 18901

On our website you will find many resources such as:

Health Forms  
Medical Dispensing Forms  
Medication Log  
Financial Assistance Information

PIN numbers will be assigned to parents and emergency contacts. These PINs are used to electronically sign in/out their child. Adults must also supply proper ID to staff when requested. Parents can find their PINs and their contact’s PINs in their account under the “Personal” tab.

**DO NOT SHARE YOUR PIN NUMBERS!**

# **Parent Agreement Form**

## Emergency Information Policy

As a requirement of the Department of Public Welfare, the parent must authorize that the Child Care Program will follow procedures for the safety of the child by signing the Parent Agreement Form. All emergency information must be completed prior to admission.

All children must have a "local" emergency contact (**other than parents**) on file including phone number and address. We will always attempt to reach parents first in the case of an illness or accident. The emergency contact will be called if we cannot reach either parent.

In the case of an accident, the parent is contacted. Once the accident is assessed, the proper emergency procedures are followed (administer first aid, obtain emergency medical care, or transfer to the hospital). The Child Care Program will keep the child comfortable until the parents arrive. the Staff will complete an accident report to be submitted to the Child Care Office.

It is the responsibility of the parent/guardian to inform the Child Care office of any changes to your emergency contact information.

Current phone numbers are essential in the event of an emergency.

## **Parent Checklist**

Make sure you have everything in order before sending.

- Signed & Date Registration Form/Parent Agreement Form
- Current Health/Immunization Records-New Families
- Medical Dispensing form/Medication Log-if applicable
- IEP Form-if applicable

## **Billing Procedures**

Invoices are emailed monthly on or about the 15<sup>th</sup> and are due on the 1<sup>st</sup> of each month. Payments can be made by check, cashier's check or online with a credit card. Cash is not accepted. "Auto Pay" through your account is available. Parents registering for "Auto Pay" are authorizing monthly credit card charges.

A \$25 late fee will be assessed on the 10<sup>th</sup> of each month. There is a \$15 charge for all NSF returned checks.

Participation in the program is dependent upon regular monthly payments. The Child Care Office reserves the right to terminate childcare services for delinquent accounts.

## **Late Payment Notices**

\*Late accounts will receive a courtesy email reminder on the 9<sup>th</sup> of the month.

\*On the 15<sup>th</sup> of the month you will receive a second email: failure to pay prior to the next billing cycle may result in the termination of the childcare program.

\*Your third notice will be a termination letter sent at the end of the month.

## **Tax Information**

At any time during the year you may obtain a statement by logging into your School Care Works account, click on the statement tab, then click on the statement link (top right corner).

## **Financial Assistance**

Families seeking financial assistance should apply for subsidized childcare through:

Early Learning Resource Center (ELRC).

ELRC can be reached at:

Early Learning Resource Center

333 N. Oxford Valley Rd, Suite 402-403

Fairless Hills, Pa 19030

215-486-2524

<https://elrc-csc.org/region-16/>

Application can be found on our website.

### **Free or Reduced Lunch**

Families who qualify for Free or reduced lunch may also qualify for discounted tuition. Please contact us at the office for financial assistance. 267-893-5702/5703

# **Policies**

## **Attendance Policy**

Children must be signed in/out every day by an adult using their designated PIN numbers, as a requirement of the CBSD Child Care Program. Children's attendance schedule must be reported in advance by calling the childcare site. Children will only be released to guardians and emergency contacts listed on the Registration Form. A photo ID will be required. If any doubt exists, the child will not be released into the person's custody, and the parent will be notified.

Absences must be reported to your Child Care site directly. Failure to report schedule changes could jeopardize your child participation in the program. Numbers for each site are listed on page one of this handbook. If your child is expected and does not report, staff will take immediate action to locate the child. If that fails, the authorities will be called to locate your child. If the authorities have to be contacted twice in a school year, participation in the program will be terminated.

## **Transition of Care Policy**

At the start of the school day, when before care is dismissed, children in grades K-1 will be escorted to their classrooms. Children in grades 2-5 will make their own way to their classrooms. At the end of the school day, children in grades 2-5 will be dismissed to the program. Children K-1 will be picked up by a member of the aftercare staff and escorted to the program. Children who ride the bus are under the care of childcare staff until they board, at which point responsibility transfers to the bus driver, and the process reverses when they are dropped off.

## **Sick Policy**

If your child is sick, they are not to attend the Child Care Program. Children who leave school for a sick appointment or medical procedure may not return to the childcare program. A child's absence due to hospitalization can be credited. In this case, a physician's note should be submitted to the Child Care office.

## **Toileting**

If a child requires assistance with toileting, advance coordination is needed.

# **Policies Continued**

## **Release of Records**

The Child Care program will provide the parent/guardian with access to their child's records and other related information. If there is a court order specifying that an individual is to have no contact with the child, it is the responsibility of the custodial parent to provide the Child Care program with a certified copy of the court order.

## **Health Assessment (Physical)**

The Child Care program will be following the health regulations mandated by the Central Bucks School District. A current physical/immunization record signed by a physician is due at the initial entry into the program. The Child Care program must be alerted to any special health and/or medical conditions concerning the child including disabilities or special needs.

## **Medication Policy**

The Child Care program abides by the medication policy, Board Policy 210, established by the Central Bucks School District. As a legal requirement; the parent/guardian must supply the medical dispensing form/action plan, signed by a physician. The parent/guardian must also supply the medication log, signed by the parent. The Medical Dispensing form is to be used for prescription and non-prescription drugs. Medication submitted to the school day nurse will also be the medication available for use by the before- and after-care program.

## **Electronic Devices and Personal Belongings**

As per Central Bucks School District policy, no non-school issued electronic devices are allowed. The Child Care program is not responsible for lost/damaged personal belongings brought to the program.

## **Policies Continued**

### **Inclusion Policy**

Our program is dedicated to creating an inclusive environment where all children can thrive. By promoting access, supporting participation, and providing supports, we ensure that every child and family feels valued, respected, and empowered. If your child has an IEP (Individual Education Plan), the Child Care program may request a copy.

For students with disabilities under either Section 504 of the Rehabilitation Act of 1973 ("Section 504") of the Individuals with Disabilities Education Act ("IDEA") the Child Care program will ensure that reasonable accommodations are provided to allow such children to have equal access and opportunity to participate in the Child Care Program.

### **Post-Program Transition**

Our program supports children and families through transitions, including when children age out of care after elementary school, in a way that promotes continuity, engagement, and positive relationships.

- Families will be informed in advance of their child's transition from the program.
- Staff will provide opportunities for families to ask questions and discuss next steps.
- Information about community programs and age-appropriate opportunities will be shared.
- Opportunities will be provided for closure, such as reflection or goodbye activities

## **Services Available to Parents**

### **Parent/Communication**

Parents can email the Group Lead or call the site cell phone.  
Any suggestions are welcomed!

Let the Group Lead know the best way to contact you; Call or E-mail.

### **On Site Meetings**

Yearly conferences are available. The site Group Lead will communicate their availability through a sign up.

## **Behavior Guidelines**

We Cultivate a positive social climate where relationships can be built among peers, staff and students. We believe that effective management of behavior starts with rewarding the appropriate behaviors, while also intervening with consequences that are directly related to the inappropriate behavior. Our expectations coincide with the school's Schoolwide Positive Behavior Interventions and Support (SWPBIS).

### **Our Program:**

- Focuses on positive behavior
- Recognizes children for appropriate behaviors
- Promotes and fosters social skills and interactive play
- Provides clear and concise expectations, visibly posted and verbally communicated
- Provides adaptation for individual needs when necessary
- Daily schedules are posted for predictable routines

## **Parent Behavior Guidelines**

**With Children:** At no time, should a parent attempt to approach a child or attempt to discipline/discuss any situation that may have occurred. Parents must confer with the coordinator or Group Lead about any concerns they have regarding other children.

**With Staff:** Parents should respect the staff and have positive communication at all times. Any threatening tone will not be tolerated and could be subject to staff calling the authorities. Conversations need to be at an appropriate time, place, and environment without other children around.

## **Disciplinary Policies**

Discipline is a joint effort on the part of the staff, child, and parent. Prevention of Behavioral Problems Staff will teach and reinforce appropriate social and behavioral skills to help decrease problem behaviors and foster a positive climate. Each program develops expectations for appropriate behavior in the Child Care Program.

# **Disciplinary Policies Continued**

## **Program's Concept of "Disciplinary Problems"**

A serious disciplinary problem is defined as one in which a child hampers the flow of the program by, either requiring constant one-on-one attention, inflicting physical or emotional harm on other children, physically or verbally abusing staff, or is unable to conform to the expectations of the program.

## **Disciplinary Exclusion Policy**

Participation in the Child Care program is a privilege. The Child Care program reserves the right to exclude any child from the program for any inappropriate behavior. Tuition paid in advance will be refunded. For students with disabilities under either Section 504 of the Rehabilitation Act of 1973 ("Section 504") of the Individuals with Disabilities Education Act ("IDEA") the Child Care program will consider the nature and extent of each particular child's disability prior to taking any exclusionary action. Such matters will be handled on a case-by-case basis.

## **Procedure to Deal with Disciplinary Problems**

1. Assess the program to see if any of the child's needs are being overlooked.
2. Coordinators will observe and coordinate with Group Leads to put a positive behavior plan in place.
3. A conduct report will be utilized in the event of ongoing or serious behavioral problems. A conduct report is based on "Central Bucks Disciplinary Procedures and Responsibilities", school board policy 218, and will be discussed with the child and family using four levels of misbehavior. This can be found on the CBSD website in the family handbook.
4. If behaviors are continuing, staff will document subsequent incidents. There will be communication between home and school in an effort to help the child succeed in the program.
5. In the event that none of these strategies are successful, suspension or termination of a child's enrollment may be determined, in accordance with the CBSD Disciplinary Procedures and Responsibilities. For students with disabilities under either Section 504 of the Rehabilitation Act of 1973 ("Section 504") of the Individuals with Disabilities Education Act ("IDEA") the Child Care program will consider the nature and extent of each particular child's disability prior to taking any exclusionary action. Such matters will be handled on a case-by-case basis.

# Closing Information

## Inclement Weather Closings

In the case of 2 hour delay, early dismissal, or school cancelation, the Child Care program will NOT be available.

### School closings are announced as follows:

www.cbsd.org  
Text Alerts  
Facebook  
E-mail

## Non-Weather Related Emergency Closing

In case of a Non-Weather Emergency during the school day, there will be no childcare. The following procedure will go into effect:

- Students will leave by bus, picked up by parent/guardian, or walk (as chosen on the parent agreement form).
- Announcements, with respect to early dismissal, will be made as broadly as possible (text, email, website, etc).

