



Arts & Enrichment Parent Handbook

2020-2021 School Year

Vision of the Lauri Ann West Community Center

We unite and inspire community.

Mission of the Lauri Ann West Community Center

The Lauri Ann West Community Center builds connections, expands horizons and impacts lives by providing a safe place for all to learn, play and grow.

Relationship with Fox Chapel Area School District

Lauri Ann West Community Center is a private, not-for-profit (501c3) corporation, which is funded by memberships, donations, class fees and some public monies. The Lauri Ann West Community Center A&E Program is not financially supported by Fox Chapel Area School District. We do work in partnership with school staff and maintain a positive working relationship with principals, PTOs and the Superintendent of Schools.

Program Outline

Each day children arrive by bus directly from Fox Chapel Area schools, are greeted by the program's instructors and enjoy a healthy snack from home. From there they participate in supervised child-directed activities, Instructor-led arts and enrichment activities, sit quietly and read, or complete their homework. In addition, weekly topics or themes encourage students to explore areas of interest. The visual arts are emphasized as a fun and engaging way for students to explore and learn about a wide range of topics while using their imaginations and developing creative problem solving skills.

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I. ENROLLMENT/REGISTRATION

Enrollment

Lauri Ann West Community Center enrolls students on a first come, first served basis, with returning families having first choice. Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex. Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available at the Community Center's determination. These methods include, but are not limited to, equipment redesign, the provision of aids, or the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Reservation

In order to reserve a spot in the program, a \$50 deposit will be taken from each interested family. This deposit will be applied to your first month's fee and is non-refundable unless we are unable to provide the accommodation due to spacing or restriction requirements.

All A&E Families must have an active Family Program Membership (at a yearly cost of \$100) which can be purchased via www.lauriannwestcc.org.

Registration

Once the school year details have been solidified, anyone who has reserved their spot in the program will be sent an email with all of the required instructions and paperwork. **Please note that at this point families must know what days of their week their child(ren) will be attending.** These days must stay the same during the entire school year (unless there is a change to the FCASD school schedule). In the case of a change in family schedule, please email the Programs Manager to see if there is space for you to change your days.

In order to complete registration, the following documents must be completed and returned to the Lauri Ann West Community Center (**prior to the first day of the program**).

- ✓ Emergency Contact/Parental Consent Form
- ✓ Service Agreement
- ✓ Release of Liability/Behavior Management Policy
- ✓ Medication Log (only required if your child has medication that may need to be taken during our program time)

If your child is new to the program, entering Kindergarten, or entering 6th grade, you will need to provide a copy of their:

- ✓ Health History Report
- ✓ Immunization Record

These two documents **must** be provided **within 60 days after the first day of the program**. They can be the same form that you provide to the school.

II. DAILY SCHEDULE

Transportation

Lauri Ann West Community Center provides bus transportation from DMS, O'Hara, Kerr, Fairview, and Hartwood. All children that register for the program will automatically be registered for the bus. If you do not wish to have bus service, you must email and request to completely opt out of the service. Please remind your child that should they miss the bus, he or she is to go back to the school office.

The busses drop the children off at the front of the building each day and are checked in at our Program Hallway Entrance. Each bus arrives at a different time (depending on which school they are coming from) with DMS/Hartwood arriving first and Kerr arriving last.

Check In

All children are checked in as they get off of the bus. We currently use the **Brightwheel app** for this (See section on Parental Communication). ***each child will be given a quick health assessment when they arrive**

Classroom

Children will be assigned to a group/classroom daily. Children will stay with this group throughout the school year. There will be no intermingling of groups while in the building. Children will have the option to work on homework, participate in group activities, and play outside when weather permits.

Check Out

Children must be picked up no later than **6:00 pm** each day. Children will be picked up at the Programs hallway door. The circle at our entrance will be closed so there will be no "curbside" pick up of children. Children will only be signed out to those on the approved pick up list. A Community Center staff member will meet you at the door to sign out your child. **Please make sure all caregivers have ID.**

Special Pick ups or Releases

Parents must notify the Community Center in writing if an individual other than those listed on the emergency contact form will be picking up their child. Community Center staff will request photo identification of these individuals.

Late Pick Ups

A late fee of \$10.00 will be assessed, per child, for any pick ups occurring after 6:05pm.

III. HEALTH INFORMATION

Absences/Call Off Procedures

If a child is going to be absent from the program, you must notify us. If there is a particular day in which your child is signed up to come to A&E, but is not attending, you must contact both the Community Center and the school via email:

- ✓ At least 24 hours to the change in schedule.
- ✓ Or, in the case of an unexpected emergency or illness, by 11:00 am on the day the child will be missing.
- ✓ O'Hara student families must update the O'Hara Dismissal App 24 hours in advance of any changes.

This policy is strictly enforced by the schools and failure to do so will result in the privilege of riding the bus being revoked. In this case, tuition would not be refunded. ***Please note that there will be no tuition refund or credit issued for absences.**

1220 Powers Run Road | Pittsburgh, PA | 15238
Programs Manager: Jason Fate | 412.828.8566 x103 | jfate@lauriannwestcc.org

Illness

Children who are not feeling will not be allowed to attend the Lauri Ann West Community Center Arts and Enrichment Program. If a child arrives at the Community Center sick or with fever, parents will be notified and are expected to pick their child up within 30 minutes. We may require a child's doctor to provide a note to return. We adhere to CDC and Allegheny Health Dept. guidelines for common illnesses and situations such as pink eye, lice, the flu, common colds, and **COVID 19. Any child running a fever will be safely separated from their group and will need to be picked up ASAP. *children will be taken to a sick room and supervised by Community Center staff until the parent or caregiver arrives.**

Dispensation of Medication and Allergies

In order to dispense prescription medication, the following is required:

- ✓ Medication authorization form signed by parent/guardian.
- ✓ Medication must be in the original bottle, with labels, including child's name, medication dosage, times to be administered, etc.
- ✓ No child may self-administer prescription or non-prescription medication without written authorization from parent/guardian.
- ✓ Lauri Ann West Community Center may keep an EpiPen on hand.

Medical Emergencies

In case of a medical emergency, we will attempt to contact parents but will not delay in calling 911. If a parent is unable to reach the Community Center quickly, a staff member will accompany the child to the hospital in the ambulance, and parents will be asked to meet at the hospital. The child's complete file, which includes parental consent for emergency treatment, will be taken to the hospital with the child. The staff member will remain at the hospital with the child until the parent arrives. Staff members are not permitted to transport a child in their own cars; an ambulance is the only form of transportation which will be used for an emergency.

Please keep us informed of changes in home and work email addresses, as well as cell, home, and work phone numbers. We must also be kept up to date on your child's medical conditions. Any updates will be added to your child's paperwork and will need to be signed by the parent or caregiver on the original form.

Insurance

All children enrolled in the Lauri Ann West Community Center Arts and Enrichment Program must have health insurance. All children enrolled must have a Child Health Report complete and on file. It is to be updated every 6 months per state guidelines

COVID 19 Protocols

Children will wash hands with soap and water upon arrival to the Community Center, will be required to wash hands when moving throughout the building, and will be asked to do so at pick-up. Sanitizer will be used in addition to handwashing. **Please make sure you authorize the use of sanitizer on your Consent Agreement.**

Teachers will adhere to a strict cleaning schedule throughout the day.

Children's materials and projects will be kept separate. Areas that are visited by multiple children will be sanitized throughout the day and at scheduled intervals.

Classrooms will be thoroughly disinfected each night.

COVID 19 Protocols cont.

Children are always instructed to keep their hands to themselves. Please reinforce the importance of this measure at home. Teachers will monitor moderate distancing throughout the day.

Instructors and children will wear face masks at all times while inside the building. While outside children will only be allowed to pull down their mask when they are able to be safely distanced . **This is subject to change per AHD / CDC guidelines.**

The Lauri Ann West A&E Program will follow AHD / DHS / CDC guidelines for safely operating an after-school program as well as additional measures to keep children and families safe.

IV. POLICIES AND PROCEDURES

Dress/Attire

- Children should be dressed appropriately for the weather.
- Parents are encouraged to send an extra set of clothing that can be kept at the Community Center and used as a change of clothes when children get wet or dirty, along with appropriate play shoes.
- Tennis shoes are required in the gymnasium.

Food Policy

We do not supply food for the children. Families must provide their own. **WE ARE A PEANUT FREE FACILITY!**

After School Care:

- A healthy snack should be sent with your child(ren) each day in a throw away container.
 - If you would like to send in a supply of snacks for your child(ren), we will dole them out according to your instructions.
 - Please mark the snack with your child's name.
 - **Individually packaged snacks only** for ease of serving and cleanup.

Full Day Care (when offered):

- A healthy lunch must be sent with your child(ren) each day.
 - Throw away lunches are preferred for ease of serving and cleanup.
- A healthy snack should be sent with your child(ren) each day.

Behavior Policies / Incident Reports

Children are expected to comply with all rules and regulations set forth by the A&E Director. Discipline will be handled by Group Supervisors and the A&E Director when necessary.

A parent is required to sign a copy of the Behavior Management Policy for each child at the time of enrollment. A parent is also required to sign the Behavior Incident Report at the time a child's behavior is inappropriate. However, a parent's refusal to sign a Behavior Incident Report does not excuse inappropriate behavior of a child and does not prevent dismissal of the child if behavior warrants dismissal.

Any Incident Report filled out by A&E Staff must be presented to the parent the day of the incident and filed within the Community Center as a facility and your child's file.

Parental Communication

Parent communication and participation are integral to the success of the program. Parents are encouraged to give input and share ideas when possible and to keep abreast of their child's progress. The Community Center utilizes the Brightwheel app to communicate with parents daily. Parents should inform the staff of any special situations regarding their child (i.e. hearing loss, speech impediment, dietary needs, etc.). Community Center staff will consider this information as confidential and help meet the child's needs as much as possible.

The Lauri Ann West Community Center also utilizes the **Brightwheel App** to check-in and track children daily. Instructions on how to register will be provided at the beginning of your child's enrollment.

Safety

Lauri Ann West has a detailed Emergency Protocol for use in the event of a true Emergency (i.e. fire, natural disaster). If procedures require us to leave the site, we evacuate to O'Hara Elementary. Parents may request a copy of the plan or view the copy that is posted in the classrooms.

The facility is inspected yearly by the PA Department of Health and Human Services. Results of that inspection are available to anyone and are posted on the board in the classrooms.

V. FEES

Program Fees

Currently under the "Hybrid Model" the cost for A&E is \$55 per week to be billed at the start of each week. This is subject to change as the school year progresses and schedules change

Occasional attendance is not permitted. We offer flexible pricing on a sliding scale to families demonstrating need. Please call to request an application for a scholarship.

Full Days / Half Days

The Lauri Ann West Community Center follows the Fox Chapel School District calendar. We offer full day care at \$85 per child per day (subject to change) on clerical days off, some holidays and some breaks We also offer half day care at \$55 per child per day (subject to change) on early dismissals days. **Full and Half Day offerings may change throughout the school year depending on the FCASD schedule.**

Please note, registration for the Full and Half Day Program is separate from registering for the Arts and Enrichment Program. Links for full and half day registration will be provided on our website.

VI. ACKNOWLEDGMENT

I have read and understood the contents of this handbook. I am aware that there may be changes to this document throughout the year based on recommendations and information from the State of PA, Allegheny County, DHS, the CDC, and the Fox Chapel School District. **(Signature will be asked for on Service Agreement).**