

**Parent  
Handbook  
and  
Required  
Forms**

**2021/2022 School  
Year**

**A creative, child-centered, and nurturing after  
school experience**

**Lauri Ann  
West  
Arts and  
Enrichment  
Program**

## I. GENERAL INFORMATION

### **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.**

Lauri Ann West Community Center enriches lives and strengthens the community by providing a vibrant and welcoming place for community engagement. Lauri Ann West delivers dynamic high quality cultural, educational, and recreational classes, camps, workshops, and memorable special events. The friendly atmosphere, innovative programming, and brand-new facilities provide an enticing community gathering place.

### **Location and Contact Information**

Lauri Ann West Community Center is located at 1220 Powers Run Road, Pittsburgh, PA, 15238. Marcia Becker, the Program Manager, can be reached at 412-828-8566 ext. 103, or at [mbecker@lauriannwestcc.org](mailto:mbecker@lauriannwestcc.org). Forms may be faxed.

### **Lauri Ann West Arts and Enrichment Program Overview**

Developed at the request of area parents, the program was launched in August 2007. Each day children arrive by bus directly from Fox Chapel Area schools, are greeted by the program's instructors, enjoy a healthy snack from home, and participate in supervised child-directed activities, teacher-led arts and enrichment activities, or they may 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. PE outdoor activity is included as much as possible throughout the week.

### **Program Instructors & Staff**

Lauri Ann West seeks to hire outstanding instructors with expertise in their field of interest as well as experience working with and a passion for teaching children. Our instructors also bring an educational background in elementary education, communication and art and meet all mandated qualifications by the state of Pennsylvania.

**All Lauri Ann West staff instructors are required to have current Pennsylvania State Criminal History and Child Abuse clearances, FBI background checks, NSOR Clearance, Mandated Reporter training, Fire Safety / Emergency Protocol training, CPR training, along with Bachelor's degree or comparable experience in fields related to their areas of instruction**

### **Relationship with Fox Chapel Area School District**

Lauri Ann West 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.

## II. POLICIES & PROCEDURES

### **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 Lauri Ann West's determination. These methods include, but are not limited to, equipment redesign, the provision of aids, the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

### **Transportation**

Lauri Ann West Community Center provides bus transportation from **Dorseyville, 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.

### **Note:**

**If there is a particular day in which your child is signed up to come to Lauri Ann West, but is not attending, you must contact both LAWCC 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 p.m. This policy is strictly enforced by the schools and failure to do so will result in the privilege of riding the bus being revoked and tuition is not refunded. O'hara student families must update the O'hara Dismissal App 24 hours in advance of any changes**

Prior to registration being complete, you will be asked to send back the **Service Agreement (form 03892A)** which indicates that you understand the billing, bus riding, and communication policy. This policy is in place for the safety of your child(ren) and to ensure that the schools have a smooth transition in placing your children on the bus. **It is required to be updated every 6 months per DHS guidelines. Your child cannot participate in A&E without a Service Agreement on file here at LAWCC.**

Also, please remind your child that should they miss the bus, he or she is to go back to the school office.

### **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 LAWCC as a facility and your child's file.**

## **Communication with Parents**

Parent communication and participation are integral to the success of the program. Parents are encouraged to give input, visit, and share ideas when possible and to keep abreast of their child's progress. Lauri Ann West has an open door policy. No appointment is needed to visit the program. **Parents should inform the staff of any special situations regarding their child (i.e. hearing loss, 504 Plan, IEP, speech impediment, dietary needs, etc.)**

Lauri Ann West staff will consider this information as confidential and help meet the child's needs as much as possible. The Lauri Ann West Community Center 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.

## **Absences**

**If a child is going to be absent from the program, you must notify us (see transportation section above). Please note that there will be no tuition refund or credit issued for absences.**

## **Illness**

Children who are not feeling well should not attend the Lauri Ann West Arts and Enrichment Program. If a child arrives at Lauri Ann West sick or with fever, parents will be notified and are expected to pick their child up as soon as possible. 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 need to be picked up ASAP.**

## **Dispensation of Medication and Allergies**

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

1. Medication authorization form signed by parent/guardian.
2. Medication must be in the original bottle, with labels, including child's name, medication dosage, times to be administered, etc.
3. No child may self-administer prescription or non-prescription medication without written authorization from parent/guardian.
4. Lauri Ann West 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 Lauri Ann West 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, work, and 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 signed by the parent or caregiver on the original form

## **Other Emergencies**

Lauri Ann West has a detailed Emergency Protocol and 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 room.

### **Daily Departure**

Children must be picked up no later than **6:00 pm** each day. **Process TBD**

A late fee of **\$10.00 will be assessed, per child, after 6:05pm**

### **Special Pick-ups or Releases**

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

### **Notice of Non-Discrimination in Services**

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 Lauri Ann West's determination. These methods include, but are not limited to, equipment redesign, the provision of aids, the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

### **Insurance**

All children enrolled in the Lauri Ann West 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 DHS guidelines

### **Program Fees**

**TBD.**

Fees are based on the number of consistent days per week.

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

We offer both a **Full Day Program** at \$115 per day (subject to change) on clerical days off and some holidays and breaks along with a **Half Day Program** for \$80 per day (subject to change) on early dismissal days. **Please note, registration for the Full and Half Day Program is separate from registering for the Arts and Enrichment Program.** Also, a non-perishable lunch must be sent in on Full and Half Days.

### **Billing**

Billing is online and billed monthly to your credit or debit card. Parents are responsible for providing current credit card information.

### III. ACTIVITIES

#### **Daily Schedule**

Projects and activities for the program are planned and implemented by the Instructors and reviewed by the Program Manager. New themes and ideas are introduced weekly and are frequently inspired by interests and ideas of the Lauri Ann West Arts and Enrichment Program students.

#### **Dress**

Children should be dressed appropriately for the day's weather. Parents are encouraged to send an extra set of clothing that can be kept at Lauri Ann West and used as a change of clothes when children get wet or dirty, along with appropriate play shoes.

#### **Snack**

**Healthy snacks should be sent with your child(ren) each day!** Please notify Lauri Ann West staff of any food allergies your child(ren) may have. If you would like to send in a supply of snacks, we will dole them out to your child/children according to your instructions. **We do not provide snacks. We are a peanut free program!**

#### **COVID 19 Protocols:**

**Children will wash hands with soap and water upon arrival at the Center. Children will be required to wash hands when switching areas and will be encouraged 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 (Form 03891A)**

**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 wiped down throughout the day and at scheduled intervals.**

**Classrooms will be thoroughly disinfected each night.**

**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.**

**The Lauri Ann West Community Center Summer Camps Program will follow State / DHS / CDC guidelines for safely operating an after-school program. This may include use of PPE by students and teachers as well as additional measures to keep children and families safe.**

## IV. FORMS

The following forms must be filled out for each child and on file within 30 days of your child's first day:

- A. Emergency Contact/Parental Consent (Form 03891A)**
- B. Child Health Report (On file and updated every 6 months)**
- C. Service Agreement (Form 03892A)**
- D. Release of Liability**
- E. Parent Authorization to consent Emergency Treatment**
- F. Behavior Management Policy**

Note: Your child cannot start A&E until **Agreement form 03892A** has been completed. It states that your **Emergency Contact / Parental Consent form has been completed along with the Child Health Report.** It must be **signed and delivered to the center by email / fax / in person** here at the center and must be reviewed every 6 months.