



APPLICATION PACKET

General Information



Billing Information and Fee Explanation

- The program fee is an annual fee based on service for the school year: September through June, but is paid in nine (9) monthly payments. Payments are due September through May by the 1st of each month. **There is NO June program payment fee payment.**
- The individual who signs the registration form is responsible for unpaid balances.
- **Late Payment Fee** – All program fees are due by the 1st of each month. A **\$5.00 per day** late fee will be charged to your account for payments received after the due date.
- **Return Check Fee** – All returned checks will incur a **\$30** processing fee.
- **Late Pickup Fees** – Late pickups will incur a **\$15** fee for each 15 minute interval (per child).
- **Transportation Fees** – A transportation fee may be charged by a school district if a child attends a center outside of his/her home school. The actual fee will be passed on to the family. Any questions regarding a fee should be addressed with the school district.
- **You will NOT receive a monthly invoice** – An account summary will be sent to you periodically via email or sent home. It is important that you review this statement when received and keep a copy for tax purposes.
- **Mailing Payments** – If you mail a payment, it must be received by the scheduled due date, the 1st of each month. All payments should be mailed to:

KnowledgePoints Learning Academy
P.O. Box 1392
Havertown, PA 19083

Please write your child's name and the program site on each check. Please allow up to three (3) business days for your payment to be reflected in your account. ***KnowledgePoints Learning Academy is unable to hold checks for any reason.*** We do not accept payments over the phone.

Federal Tax ID# 05-0577991

KnowledgePoints Learning Academy
P.O. Box 1392 • Havertown, PA 19083

KnowledgePoints Learning Academy is an Equal Opportunity Care Provider (EOCP) and an Equal Opportunity Employer (EOE)



CIVIL RIGHTS COMPLIANCE

Students & Parents

In accordance with applicable Federal and State civil rights laws and regulatory requirements, you as a resident of this agency have the right:

-to be provided services at this agency and to be referred for services of other agencies without regard to your race, color, religious creed, disability, ancestry, national origin or sex.

Furthermore, as a resident of this agency have the right:

-to file a complaint of discrimination if you feel you have been discriminated against on the basis of your race, color, religious creed, handicap, ancestry, national origin, age, or sex.

Complaints of discrimination may be filed with any of the following:

**U.S. Dept. of Health & Human Services
Office for Civil Rights**

Suite, 372, Public Ledger Bldg.
150 S. Independence Mall West
Philadelphia, PA 19106-9111

**Dept. of Human Services
Bureau of Equal Opportunity**

Southwest Regional Office
801 Market Street
Suite 5034
Philadelphia, PA 19107

PA Human Relations Commission

Philadelphia Regional Office
110 North 8th Street
Suite 501
Philadelphia, PA 19107

KnowledgePoints®

Company President
2547 Woodleigh Road
Havertown PA, 19083

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SOUTHEAST REGIONAL KEY

What is 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 goal is for all children to have access to high quality early learning opportunities so that they are prepared for success in school and life.

In Philadelphia, Montgomery and Delaware Counties, this program is operated by the Southeast Regional Key at Public Health Management Corporation.

What you can expect.

- A comfortable place where your child can explore and learn; offers laughing, reading and talking to help your child build good language skills.
- Hires teachers who continually learn new ways to help your child succeed.
- A safe, healthy, exciting place.
- Offers music, art, science and play activities that increase school readiness.
- Provides an environment where your child will feel good about him/herself.
- Encourages family involvement.
- Provides teachers who listen to children and parents.
- Offers children the opportunity to have fun together while being respectful to each other.

Visit www.pakeys.org to find a facility near you!
Southeast Regional Key at PHMC
260 S. Broad Street, 18th floor
Philadelphia, PA 19102
267-773-4400 www.seregionalkey.org



FREE Child Care

Information on CCIS funding for child care

Child Care Works, a subsidized child care program helps low-income families pay their child care fees. The state and federal governments fund this program, which is managed by the Child Care Information Services (CCIS) office located in your county.

Basic CCIS Eligibility Guidelines:

- You must live in Pennsylvania and be a citizen or legal alien
- Funding covers children age birth up to age 13 (age 18 with disabilities)
- Meet income guidelines for your family size
- Work 20 or more hours a week
 - OR work 10 hours and go to school or train for 10 hours a week
 - OR have a promise of a job that will start within 30 days of your application for subsidized child care
- Have proof of identification for each parent or caretaker in the home.

Family Size	Maximum Yearly Family Income (May 2014)
2	\$31,460
3	\$39,580
4	\$47,700
5	\$55,820
6	\$63,940
7	\$72,060
8	\$80,180

KnowledgePoints
accepts CCIS
funding!

If you meet the guidelines CCIS will pay a part of your child care cost, known as a subsidy payment. You will pay a part of the cost, known as the family co-pay. Co-pay amounts are determined by family size and annual income. **Family co-pays can be as low as \$5 per week.** The subsidy payment and the family co-pay go directly to the child care program.

Funding is provided during the school year and summer sessions. If funding is not available at the time that a low-income, working parent applies for subsidized child care, the child may be placed on a waiting list.

Apply through your local CCIS office or online through COMPASS at <https://www.compass.state.pa.us>



KnowledgePoints
Learning Academy

For more information on eligibility guidelines, or to apply for CCIS funding, contact your local CCIS office.

Local CCIS Offices

Chester County

601 Westtown Road, Suite 310
P.O. Box 2747
West Chester, PA 19380-0990
Phone: (610) 344-5717
1-800-870-2323
Fax: (610) 344-4470

Delaware County

110 South 69th Street
2nd Floor
Upper Darby, PA 19082
Phone: (484) 461-6400
1-800-831-3117
Fax: (484) 461-4983 and
(484) 461-4977

Montgomery County

1430 Dekalb Street
P.O. Box 311
Norristown, PA 19404-0311
Phone: (610) 278-3707
1-800-281-1116
Fax: (610) 278-5161

Philadelphia - South and West

5548 Chestnut Street, 2nd Floor
Philadelphia, PA 19131
Phone: (215) 382-4762
Fax: (215) 382-1199

Serving Zip Codes: 19101, 19102, 19103, 19104, 19105, 19106, 19107, 19112, 19131, 19139, 19142, 19143, 19145, 19146, 19147, 19148, 19151, 19153

Share more time together.

It's easy when you trust your child's health coverage to Independence Blue Cross

CHIP covers uninsured kids and teens up to age 19. With comprehensive health coverage, access to a large network of providers, and no wait list, you can spend more time together and less time worrying.

Call 1-800-464-5437 for an application, or visit us online at ibx.com/CHIP



Pennsylvania's Children's
Health Insurance Program
We Cover All Kids.

Benefits include:

- prescription drugs
- lab work and X-rays
- emergency room care
- mental health
- immunizations
- substance abuse
- hospitalization
- doctor visits
- surgery and anesthesia
- dental, vision, and hearing care

Income Guidelines for FREE and Low-Cost CHIP

Family Size	Free CHIP Ages 1 – 5	Free CHIP Ages 6 – 18	Low-Cost CHIP 1		Low-Cost CHIP 2	Low-Cost CHIP 3	At-Cost CHIP
	Income Level	Income Level	Ages 0 – 1 \$34.84 per child per month Income Level	Ages 1 – 18 \$34.84 per child per month Income Level	Ages 0 – 18 \$51.77 per child per month Income Level	Ages 0 – 18 \$62.73 per child per month Income Level	Ages 0 – 18 \$306.81 per child per month Income Level
1	\$18,322–\$24,274	\$15,522–\$24,274	\$25,091–\$30,576	\$24,274–\$30,576	\$30,576–\$33,610	\$33,610–\$36,644	Over \$36,644
2	\$24,697–\$32,719	\$20,921–\$32,719	\$33,820–\$41,213	\$32,719–\$41,213	\$41,213–\$45,303	\$45,303–\$49,393	Over \$49,393
3	\$31,071–\$41,164	\$26,321–\$41,164	\$42,549–\$51,850	\$41,164–\$51,850	\$51,850–\$56,996	\$56,996–\$62,141	Over \$62,141
4	\$37,445–\$49,608	\$31,721–\$49,608	\$51,278–\$62,487	\$49,608–\$62,487	\$62,487–\$68,688	\$68,688–\$74,889	Over \$74,889
5	\$43,819–\$58,053	\$37,121–\$58,053	\$60,007–\$73,125	\$58,053–\$73,125	\$73,125–\$80,381	\$80,381–\$87,638	Over \$87,638
6	\$50,193–\$66,498	\$42,521–\$66,498	\$68,736–\$83,762	\$66,498–\$83,762	\$83,762–\$92,074	\$92,074–\$100,386	Over \$100,386
7	\$56,568–\$74,943	\$47,920–\$74,943	\$77,465–\$94,399	\$74,943–\$94,399	\$94,399–\$103,767	\$103,767–\$113,135	Over \$113,135
8	\$62,942–\$83,388	\$53,320–\$83,388	\$86,194–\$105,036	\$83,388–\$105,036	\$105,036–\$115,460	\$115,460–\$125,883	Over \$125,883

Copays apply for some services for all Low-Cost coverage. CHIP is available for children who do not qualify for Medical Assistance coverage.

Independence

* \$0 primary care physician/\$10 specialist/\$20 ER visit and \$0 generic/\$9 brand name prescription drug copays apply.

** \$15 primary care physician/\$25 specialist/\$50 ER visit and \$10 generic/\$10 brand name prescription drug copays apply.

Benefits are underwritten and administered by Keystone Health Plan East, a subsidiary of Independence Blue Cross, independent licensees of the Blue Cross and Blue Shield Association. For additional information regarding the Children's Health Insurance Program (CHIP), call 1-800-986-8305 (1-800-986-5437).