



**Child Care ~ Pre-School
Before and After School Programs**

- ☞ State Licensed
- ☞ Subsidized Child Care Accepted
- ☞ Nutritious Breakfast, Lunch, & Snacks
- ☞ Full / Part Time Programs

**"OUR CHILDREN ARE LEARNING TODAY
FOR THE FUTURE OF TOMORROW"**

Our facility is PA Keystone STARS  certified

**Pre-K Kids Learning Center vision is to be nationally
recognized as an outstanding Pre-School and Childcare center.**

www.prekkidslearningcenter.com

**2740 Ellwood Road
New Castle, PA 16101**

**724-652-0922
E-mail: prekkids@verizon.net**

MISSION STATEMENT:

Pre-K Kids Learning Center aim is to help families with their Pre-School and Childcare needs and to become a guiding force in their child's development. Giving personal attention to each child is essential to provide a quality experience for all children.

Our service will exceed the expectations of our customers.

WE PLEDGE

We pledge to provide a safe and pleasant learning environment that will enhance your child's growth and development.

We are here to build on child's strengths and abilities by individualizing and teaching them at their own pace.

We will help prepare child for kindergarten and their future.

KEYSTONE STAR

Pre-K Kids Learning Center is proud to announce we partake in the PA Keystone STARS program and certified to be a **Three Star program**. Being part of this program we have choose quality early learning for your child through the Keystone STARS!

Quality early learning programs can make a big difference in your child's learning for life. Keystone STARS can help you make the best early learning choices for your family.

Keystone STARS promotes quality programs that participate in Keystone STARS care about providing quality early learning to your child. As programs move up the STARS ladder, they are providing even higher quality experiences, so your child benefits even more from the program.

Counting the STARS Early learning programs can earn from a STAR 1 to a STAR 4 level. At each level, programs have to meet certain quality standards. The higher the STAR level, the higher the quality standards.

STAR levels are based on quality standards in four key areas: Staff education: early childhood teachers have the training and knowledge for working with young children Learning environment: the program has a variety of materials and activities for each age level that makes it possible for children to learn something new every day! Leadership and management: a quality program has to have sound business practices to ensure your child's safety and early learning Family and community partnerships: Parents and community members are encouraged to become a part of the child's learning progress.

Pre-K Kids Learning Center would like to welcome you to our facility. We want to thank you for taking the time to visit our facility, website, and to read this brochure. **Pre-K Kids Learning Center** has developed this brochure to help our customers understand our philosophy, policies, and procedures.

Pre-K Kids Learning Center has established qualifications for its faculty that exceed those required by the [Department of Human Services](#) and [Keystone Star Programs](#).

OUR PHILOSOPHY:

As a **teaching** daycare, **Pre-K Kids Learning Center** not only cares for the basic needs and security of your child(ren), but strives to form a foundation of learning. The center acts on the growing understanding that early childhood education has an enduring, positive, and profound impact upon a child later in life. When children in their earliest years are exposed to healthy social contacts, varying learning experiences, and skillful caregivers, they are well inclined to succeed in their overall growth and development. Learning programs combine structured and independent activities, large and small-group interaction, and educational curricula that are reviewed regularly for effectiveness. Each child is valued as an individual with unique abilities and interests and is presented with opportunities to learn in an environment that builds a good self-esteem.

Pre-K Kids Learning Center faculty is well prepared to work hand-in-hand with parents, and guardians to ensure a great **beginning** to your child's educational future.

FAMILY ENGAGEMENT AND PARTNERSHIP

Parent and family engagement at Pre-K Kids Learning Center is about building relationships with families that support family well-being, strong relationships between parents, their children, and the Community.

When parent and family engagement activities are, systemic and integrated across program foundations and program impact areas, family engagement outcomes are achieved, resulting in children who are healthy and ready for school. Parent and family engagement activities are grounded in positive, ongoing, and goal-oriented relationships with families.

This is an ongoing learning and development for the center, our parents and their children. The framework is developed to partnership with our program, families, and the Community Engagement. It is to promote parent and family engagement and children's learning and development.

COMMUNICATION WITH PARENTS:

The director of **Pre-K Kids Learning Center** places a high value on keeping a strong communicating relationship with the parents of children enrolled in the school. Parents are encouraged to visit often and to share their skills and talents at the daycare school. Through regular communication, both verbal and written, the faculty keeps you informed on your child's growth, emotional status, and general well-being. Formal evaluations and growth profiles are maintained for each development level, and are shared routinely with the parents. An open door policy invites parents to share their positive feedback, and discuss any concerns with the director.

- A parent/family meeting is offered within 45 days of enrollment to share initial observations, goals of your child(ren), and to encourage program-family partnership.
- A parent conference is offered every six months to discuss the child's progress, development, and behavioral, social, physical needs, in addition to classroom placement.
- When child transfers to another educational setting, his/her transfer records can be obtained upon parent request.
- If you ever need to contact the director you can call the center or email her at prekkids@verizon.net

DISCIPLINE:

At **Pre-K Kids Learning Center**, we recognize that positive discipline teaches and encourages the healthy development of a child's self-esteem. Our caregivers praise and call attention to appropriate behavior and act as good role models in order to influence and reinforce a child positively. Limits are set that are developmentally appropriate and consistently enforced. The method of discipline used by **Pre-K Kids** staff for our children is "redirection." For example, time out or refraining from a special activity may be used for a short period while the caregiver is encouraging the child to make a positive decision.

CENTER HOURS:

- Monday through Friday
- 6:00am to 6:00pm

CLOSED HOLIDAY'S SCHEDULE:

Memorial Day / Independence Day / Labor Day / Thanksgiving / Christmas Eve / Christmas Day / New Year's Day

ARRIVAL TIME:

- Please arrive as close to your scheduled time as possible in order to keep facility in state regulated staff- to-child ratio.
- If changes are needed, call ASAP to ensure that we have space for your child to fit within these ratios.
- If long term changes are needed, please make arrangements with the Director to ensure all forms are properly updated.
- Parent/Guardian **must electronically punch in and out** their child(ren) **each day** upon arrival and departure. [Your individual pin number will be issued by the Director.]

PERSONAL ITEMS:

- Diapers, Bottles, and Sippy Cups are to be provided and labeled by parents (no glass bottles please).
- Parent/Guardian must bring in an extra set of seasonal clothing. Clothing includes: shirts, pants or shorts, socks, and under garments.
- All children's belongings must be LABELED. This helps to ensure the ownership of items.
- When dropping off items that do not fit in child's cubby; please notify staff and leave item at the drop off point that is located beside the entrance door on top of the cubbies.

DAILY ACTIVITY SCHEDULE:

6:00am - 7:45am	Sign-in / Free Play
7:45am - 8:45am	Clean-up / Wash hands / Breakfast
8:45am - 9:00am	Clean-up / Toileting
9:00am - 9:10am	Quiet Reading
9:10am - 9:20am	First Group Time / Morning Songs / Calendar
9:20am - 9:30am	Table Activities / Writing Names
9:30am - 10:15am	Free Play (Centers)
10:15am - 10:30am	Story Time / Two Groups
10:30am - 10:45am	Bathroom Break / Wash Hands / Morning Snack
10:45am - 11:30am	Gross Motor / Indoor-Outdoor / Music & Movement
11:30am - 11:45am	Group Time Themes
11:45am - 12:15pm	Bathroom Break / Wash Hands / Lunch
12:15pm - 12:30pm	Toileting / Wash Hands / Brush Teeth
12:30pm - 1:00pm	Indoor-Outdoor Direct Play / Manipulative / Table Activities
1:00pm - 1:15pm	Story Time / Review the Day's Activities
1:15pm - 3:00pm	Rest Time / Quiet Activities
3:00pm - 3:30pm	Bathroom Break / Wash Hands/Snack
3:30pm - 5:00pm	Gross Motor / Fine Motor Skill Indoor-Outdoor / Toileting
5:00pm - 6:00pm	Free Play

(Schedules Subject to Change)

MEALS:

- The facility provides meals with enrollment.
- We serve meals according to the Food Pyramid set by the U.S. Department of Agriculture.
- If child arrives after mealtime (refer to meal schedule below), please make sure child is already fed.
- A weekly menu is posted on the Parent's Board.
- If you do not want your child to eat what is on the menu, on any particular day, you may send in a nutritious meal of your choice.
- If you elect to send in your child's meals, there will be no reduction in your child care costs.
- All children are encouraged to eat; however, no child will ever be forced to eat.
- **Infant Food Policy** - Only generic formula will be provided. All other formulas must be provided by the parent/guardian.

DAILY MEAL SCHEDULE:

Breakfast	8:30 am
Snack	10:30 am
Lunch	12:00 pm
Snack	2:30 pm

****PLEASE** make sure child is fed if the scheduled meal time is to be missed so we can keep on schedule with daily activities. (Times may vary due to daily activity schedule).

SCHEDULING of WEEKLY SERVICES and CANCELLATIONS:

It is important to comply with your weekly planned schedule, our weekly billing will occur from your planned schedule and extra hours generated during that week. We also schedule our staff according from your weekly schedules to insure we meet adult/child ratios required by the Department of Human Services.

These ratios cause our staff scheduling to vary based on the anticipated daily children scheduled. Due to this we may be unable to provide service.

A weekly schedule of the days and hours your child will be in our care needs to be put in the payment box or emailed to prekkids@verizon.net by Friday the week prior to service. This secures space for the next week.

- * If you need care for a day that your child is not scheduled, we can provide care only if space is available.
- * If you need to **cancel** your child out for the day, please call or email the night before, or prior to the scheduled day.
- * ***If you cancel after Monday at 9:00AM, you are still charged for the scheduled hours of care you provided. (Doctor excused absents will be refunded - Doctors forms are required)***

Billing is done on the weekend after services, you are billed for the hours that you give us on your schedule.

Schedule changes must be made by Monday at **9AM**. Any changes after 9AM are subject to **fees** and **space availability**.

****WE DO NOT accept "drop ins" so please call ahead. ****

*****If you need emergency childcare, please call beforehand so we can plan accordingly. *****

DAYCARE FEES:

****Part-time - 5 Hrs or Less**

****Full-time - 5 Hrs or More (max 10 Hrs)**

<u>Age Group</u>	<u>Full Day</u>	<u>Half Day</u>
Infant: 2 - 12 months	\$40.00	\$30.00
Young Toddlers: 12-24 months	\$38.00	\$28.00
Older Toddlers: 24 -36 months	\$37.00	\$27.00
Pre-school: 36 months - 12 years	\$34.00	\$24.00

School-Age (before & After) \$6.00 per hour 2 hr./Minimum

We offer before and after school care services, charges will be on an hourly rate of \$6.00 per hour and a minimum of 2 hours a day.

Pre-school children who are still in diapers will be charge an older toddler rate until that child is completely potty trained.

We offering to our clients who have two or more children enrolled, an attending full-time, four or more days per week, a 5% discount per child and the price will be deducted off the oldest child, see director for more detail.

PAYMENTS:

- All payments are due **first day** of weekly service. Week runs Monday through Friday.
- A seven-day notice must be given before withdrawing from daycare.
- Any credit accrued will be applied to the following week's payment.
- The Center accepts State Funded Childcare Programs and United Way.
- Returned checks will accrue a \$36.00 charge to cover all bank fees.
- Co-pays for State Funded children will still need to be paid even if absent.

LATE FEES:

- A late fee of \$15.00 will be charged if payment for service of that week is not paid.
- Overtime fee will be charged on a prorated rate of \$6.00 an hour for late pickups that are over 10 hours of service. (These requirements are based on the State requirements to meet staff - to-child ratio).
- After business hour pickups, a \$20 fee will be applicable.

TRANSPORTATION:

- Currently, no transportation is provided by the center.
- **Shenango School District** provides transportation to the *Before & After School* students. Arrangements must be made with the School District at 724-658-5763.

*****Shenango School bus stops every day approximately at 8:30am and at 3:50pm**

REASONS FOR DISCONTINUED OF SERVICE:

- Late Payment - 3 weeks of no fee paid will result in no further daycare.
- Absent or incomplete physical & shot records. (**State Regulations**)
- Repeated warnings/reports of child's inappropriate behavior (e.g. biting, swearing, and physical violence towards other children and/or staff).

MEDICATIONS:

- If a child develops a fever at the Center, parent/guardian will be notified immediately.
- Medications will be administered only with permission of parent/ guardian, and a written note of dosage.
- All medication is to be supplied by parent/guardian and properly labeled.

EXCLUSION GUIDELINES FOR ILLNESSES

- **INITIAL PHYSICAL:** Physical and shot records are required within 30 days of enrollment. Must be updated yearly (Infants and Toddlers are required every six months).
- **FEVER:** IF: Infants younger than 4 months: rectal temperature \geq 101 degrees F. (100 degrees F. auxiliary). / Children 4 to 24 months: rectal temperature \geq 101 degrees F. (101 degrees F. auxiliary). / Children older than 24 months: orals or auxiliary temperature \geq 101 degrees F.
- **SIGNS OF POSSIBLE SEVERE ILLNESS:** This includes unusual lethargy, irritability, persistent crying, and difficulty breathing.
- **UNCONTROLLED DIARRHEA:** If there is an increased number of stools compared with the child's normal pattern. Increased stool water and/or decreased form that is not contained by the diaper or toilet use.
- **VOMITING:** If two or more times within 24 hrs. unless the vomiting is determined to be due to a noncommunicable condition and child is not in danger of dehydration.
- **MOUTH SORES:** Involving drooling unless the child's physician or local health department authority states the child is non-infectious.
- **RASH (also known as scabies):** With fever or physical change, until a physician has determined the illness not to be a communicable disease.
- **PINK OR RED EYE (PURULENT CONJUNCTIVITIS):** If there is a white or yellow eye discharge, matted eyelids after sleep, eye pain, redness of the eyelids, or skin surrounding the eye.
- **HEAD LICE (also known as infestation):** Until there is evidence the child has been treated, and all the nits have been removed. Health designated staff must inspect child before returning.
- **TUBERCULOSIS:** Until the child's physician or local health dept. authority states the child is noninfectious.
- **STREPT THROAT (STREPTOCOCCAL PHARYNGITIS):** Until 24 hrs. after treatment has been initiated, and must have physician's note.
- **HAND-FOOT-AND-MOUTH DISEASE** If your child is unable to eat or drink because it is painful to swallow, she needs a few days to rest and recover at home.
- **PINWORMS (ENTEROBIASIS):** Infection until 24 hrs. after treatment was started.
- **RINGWORM INFECTION (TINEA CAPITIS, TINEA CORPORIS, TINEA CRURIS, and TINEA PEDIS):** 24 hrs after treatment was started -AREA ON CHILD MUST ALSO BE COVERED COMPLETELY.
- **CHICKEN POX (VARICELLA):** Until 6 days after onset of rash or until all lesions are dry and crusted.
- **MUMPS:** Until 9 days after onset of parotid gland swelling.
- **HEPATITIS A:** A virus infection, until 1 week after onset of illness or until immune serum globulin has been given to appropriate children and staff in the program, as directed by the responsible health department.
- **MEASLES:** Until the 5th day after the onset of the rash.
- **RUBELLA:** Until after 7 days after the rash appears.

Source: American Academy of Pediatrics /American Public Health Association.

****If child has been absent due to any of the above reasons: A written admittance form is required from his/her Physician for that child to return to the Center.**

OUR EMPLOYEES:

Pre-K Kids Learning Center staff will strive to provide the Highest Quality Childcare and Educational Service that promotes and enhances each child's development; while assuring our parent's peace of mind in the care and service we render.

Our faculty, and staff are talented, dedicated professionals who create a warm, caring environment for learning that is unique to **Pre-K Kids Learning Center**. We offer a variety of full-time and part-time employment opportunities for both degree, and non-degree individuals who want to positively influence the development of young children.

- All must have child abuse, criminal record check, and FBI Fingerprinting clearances.
- Random drug tests will be conducted.
- All are required to do eighteen (24) of continued education per year to meet all State and Keystone Star requirements.
- All obtain First Aid, CPR & Fire Safety Training.
- The Center has qualified experienced teachers on staff.

EMPLOYEES CODE OF CONDUCT:

Pre-K Kids Learning Center staff will strive to provide the Highest Quality Childcare and Educational Service that promotes and enhances each child's development; while assuring our parents' peace of mind in the care and service we render.

Pre-K Kids Learning Center provides a safe, nurturing and developmentally appropriate program which fosters active learning, support for the whole child, and a child friendly environment.

- ✓ **We** foster innovation.
- ✓ **We** embrace team work.
- ✓ **We** strive for excellence.
- ✓ **We** respect and support families.
- ✓ **We** commit to service at all levels.
- ✓ **We** respect and appreciate diversity.
- ✓ **We** actively listen and seek to understand.
- ✓ **We** communicate openly and productively.
- ✓ **We** use resources creatively and responsibly.
- ✓ **We** abide by the NAEYC Code of Ethics and Statement of Commitment.

Pre-K Kids Learning Center has an open and equitable personnel system that has been established, and maintained. Personnel policies, procedures, and practices is designed to prohibit discrimination on the basis of race, color religious creed, disability, ancestry, national origin, age or sex.

Employment opportunities shall be provided for applicants with disabilities, and reasonable accommodation(s) shall be made to meet the physical, or mental limitation of qualified applicants, or employees. ****We are an Equal Opportunity Employer**

US DEPARTMENT of AGRICULTURE NOTE:

Privacy Act Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 8778339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

OUR FACILITY:

Pre-K Kids Learning Center strives to meet any special needs that your child may require. Admissions, 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.

NOTE:

This handbook is intended to provide a broad outline of **Pre-K Kids Learning Center** policies and procedures. If further clarification is required, please contact the Director Eduviges Miller at 724-652-0922, or email prekkids@verizon.com. Check out our website: www.prekkidslearningcenter.com

Our staff and management team works with Shenango, Laurel, Ellwood City, Mohawk, Laurel, Union, New Wilmington & New Castle Schools Districts, Head Start, Shenango Police Department, 911 Center, Lawrence County Libraries, Adagio Health, Lifesteps, Butler County Community College, Slippery Rock University, Westminster College, Penn State Better Kid Care, Department of Welfare, Keystone Stars, PACCA, NAEYC, High Scope, Lawrence County Chamber of Commerce, and local communities to help ensure that we provide you and your child(ren) with the best quality of care. We look forward to having the opportunity to nurture and teach your child(ren) today for tomorrow!

*Making the decision on how to handle your childcare needs is difficult. We know it's not easy leaving your child at daycare for the first time. **Pre-K Kids Learning Center** strive to make your childcare needs the best experience possible.*

Thank you for taking the time looking at **Pre-K Kids** as your childcare provider.

Eduviges Miller, Director