



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

- ☞ Keystone Star 4 Accredited ★★★★★
- ☞ Department of Human Services Certified
- ☞ Follow's Pennsylvania's Early Learning Standard
- ☞ Use Creative Curriculum
- ☞ Strategies Gold Assessment Tool
- ☞ Loving & Nurturing Environment
- ☞ Subsidized Child Care Accepted
- ☞ Nutritious Breakfast, Lunch, & Snacks
- ☞ Full / Part Time Programs

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

Our vision is to be nationally recognized as an outstanding Pre-School and Childcare center.

www.prekkidslearningcenter.com

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

Phone: 724-652-0922

Fax: 724-652-6060

E-mail: prekkids@verizon.net

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 handbook. We have developed this brochure to help our customers understand our philosophy, policies, and procedures.

Mission Statement:

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

Our goal is to provide service that will exceed the expectations of our customers.

Our 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 your 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 **Four-Star program**. Being part of this program, we have chosen quality early learning for your child through the Keystone STARS!

Keystone STARS promotes quality programs ensuring we are providing even higher quality experiences, so your child benefits even more from the program.

Our Philosophy:

As a teaching facility, **Pre-K Kids Learning Center** not only cares for the basic needs and security of your child but strives to form a foundation of learning.

Our 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.

Our 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.

Communication with Parents:

The Director 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.
- Always feel free to contact the directors, you can call the center, or email her at prekkids@verizon.net
- Newsletter, Parent Bulletin Board, and Follow us on Facebook 

Authorization for Release of Children:

Children will be released only to a parent/legal guardian or to persons whose names are listed on the emergency contact form. Families should advise the center management in advance if a person not listed on the original form. For the safety of the child, a photo ID will be requested of all unfamiliar authorized persons picking up your children. We cannot legally deny access to a parent or guardian unless there is an active restraining order on file or a specific schedule of court-ordered visitation rights that prohibits this.

Arrival and Departure Procedures:

- Please do not leave children unsupervised in a car.
- You must turn off your car and bring all children into the building.
- Please be sure to drop your child off in the appropriate room each morning. It is important for the staff to know who is in the center at all times.
- Each morning and evening you will sign your child in and out on the time clock by the front door. If you forget please let us know so we can fix it in the computer.
- Please remember that you are responsible for your child until they are with a staff person at drop off and as soon as you sign them.

Positive 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 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

Holiday's Schedule:

New Year's Day / Memorial Day / Independence Day / Labor Day / Thanksgiving / Christmas Day. Christmas Eve is an optional day and you will be informed if we are closing or if the center is closing for any other occasion.

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 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.

Electronic Devices:

- **Pre-K Kids Learning Center** is not responsible for any damaged or lost devices/caseschargers a child may bring from home. School-Age **Only** may be given "Screen time" will be limited and is up to the staff persons discretion.
- Please refrain from using your cellular device(s) while dropping off or picking up your child.

Toys from Home:

- We ask that you leave your child's toys at home or in the car. It is often difficult for small children to "share" toys which are their own. We will not be responsible for any lost or broken toys.

Naptime:

- Children, infants through kindergarten, will have an opportunity for resting. Infants are given an individual crib that is available throughout the day. They will always be put to sleep on their backs. Children ages 1 year and up are provided with a cot that is set aside for their individual use. You are to provide bedding that makes your child comfortable. All bedding will be sent home weekly to be laundered.

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

- There is a 2-day minimum for service, (even on a holiday week).
- If your child is absent, and schedule more than 2 days, you can get credited for the balance of the week with a doctor excuse (5 of excuse excepted per year).
- Tuition will be charged, per your agreement for all days the center is open. Tuition will not be charged on days the center is closed. **Part-time children will be given the option to change their weekly schedule to make up the day(s) the center is closed.** Availability in the classroom will be taken into consideration because staff: child ratios need to be maintained at all time.
- Each child will be allowed a total of 4 "absent weeks" for the year; at the rate of \$50/week/child. After the 4 weeks are used, you will be responsible for your regular tuition. A week is considered Monday-Friday.
- You must call in advance to bring your child on a day that is not regularly scheduled, and we will do our best to accommodate your needs.

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 prior to week of service.

**** 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.***

**** We will except changes to your schedule by Monday at 9AM on the week of service.***

**** 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. Any extra hours generated during that week will be due the on Monday after week of service. Any changes after Monday 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	\$39.00	\$29.00
Older Toddlers: 24 -36 months	\$38.00	\$28.00
Pre-school: 36 months - 12 years	\$35.00	\$25.00

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. School District closing, your scheduled days will still be charged.

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

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.
- Registration Fee: \$25/Family
- Annual Supply Fee: \$25/Family

Late Fees:

- A late payment fee of \$25.00 will be charged if payment for service is not paid for that week of service.
- 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 \$25 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 8:40am 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 Policy and Food Allergies:

Based on state licensing regulations our medication policy is as follows:

Please be sure to give ALL medication directly to a staff person

- 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.
- Prescription or nonprescription medication may be accepted only in an original container.
- Medication is to be supplied by parent/guardian and properly labeled with name of the child for whom the medication is intended
- Staff person shall administer a prescription only if written instructions are provided from the individual who prescribed the medicine.
- A parent shall provide written consent for administration. Medication logs are in each room/ask a staff person for one.

Food Allergies:

Pre-K Kids Learning Center is a "Nut Free" Zone.

If a child has food allergies, they need to be documented in writing by the parent.

Illness:

Our Staff will conduct a daily health check upon the arrival of each child. They will be observed for any symptom of illness or injury. Parents/legal guardians are encouraged to communicate relevant information about the child.

We ask that you please call to let us know if your child will be staying home due to illness.

Children will be excluded from the center for the following reasons:

- Illness that results in a greater need for care than our center can provide without compromising the health and safety of others.
- Fever of 101 degrees or higher.
- Diarrhea/uncontrolled or unformed stools.
- Vomiting
- Rash of unknown origin.

****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.**

Health Education:

Health education is part of our curriculum. Children will have lessons throughout the year that focus on proper hand washing procedures, healthy foods, exercise and the prevention of the spread of germs. All staff members are trained in managing illness in child care and other health related topics.

- All indoor and outdoor areas of **Pre-K Kids Learning Center** are smoke free. No tobacco, alcohol or illegal drugs are permitted on the property.
- No guns or lethal weapons may enter the facility.

All children enrolled at **Pre-K Kids Learning Center** are required to be immunized according to the recommended schedule. Parents must provide the center with updated documentation that reflects these immunizations. Newly enrolled children must submit documentation prior to their enrollment date

Sanitation and Hygiene:

Parents are concerned having their child(ren) for enrolling in a child care facility. Our policies we have developed to help cut down the spread of germs.

- Staff and children will be washing their hands when they arrive, before and after eating, after handling bodily fluids, and after diapering or toileting.
- All changing tables will be sanitized with bleach water after each use.
- Each room will be sprayed with bleach solution each night to sanitize all toys and surfaces.
- All Tables will be sanitized between uses and before children eat.
- All toys that are put into a child's mouth are cleaned throughout the day.

Accident Procedures:

Pre-K Kids Learning Center strives to keep accidents to a minimum. However, they still happen. When a minor injury occurs, we will treat it from our first aid kit and document the incident. We will notify you with an incident report. A major injury occurs which requires transportation to a hospital, you will be notified immediately. Please be sure to sign the transportation consent form giving us permission to transport your child in case of an emergency.

Please make sure all contact numbers in your child's file are current and accurate.

The director and staff will conduct monthly inspections of the center to look for any safety concerns. Please inform the director if you notice any safety issues or have any concerns about safety.

Emergency Plans and Evacuation:

- **Pre-K Kids Learning Center** our children safety is our highest concern. First aid kits are placed in every room of the center. They are taken with the children on the playgrounds.
- Emergency phone numbers are posted by each phone in the buildings
- Our center has an emergency plan on file with Lawrence county 911 center and Shenango Twp. Emergency Management Director and update annually a copy will be available to parents upon request.

Inclement Weather and Other Emergencies:

- Any emergency closures will be announced on local radio and TV stations.
- If there is an emergency in the center, we will take the children to our "safe location"-which is Shenango High School Auditorium.
- If we need to evacuate Shenango Twp. we will relocate to North Sewickley Presbyterian Church 106 Chapel Drive, Ellwood City PA 16117.
- You will be notified as soon as possible if this occurs.

Reporting Abuse and Neglect:

Individuals working with children are mandated reporters and are required by law to report cases to the appropriate state authorities if they have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect. The child protective agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report of abuse or

neglect is substantiated and to ensure the needs of the child are met. We will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Our concern is always the protection of the child.

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 Ediviges 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, Friday prior to week of service Penn State Better Kid Care, Department of Human Services, 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.

Ediviges Miller, Director



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Receipt of Handbook

- I have received a copy of **Pre-K Kids Learning Center** handbook.
- I understand I can ask questions or voice concerns at any point in time.
- I understand it is my responsibility to keep my child's file updated-including the health assessment form.
- I understand my financial obligation, based on the agreement form.

Parent/Legal Guardian Name

Parent/Legal Guardian Signature

Date