



# Early Foundations, Inc.

## Summer Program Handbook 2026

Welcome to Early Foundations...

### Information

School Address: 112 Byerly Drive Jeannette, PA 15644

School Phone Number: (724) 744-0114

School Email Address: efa.afterschool@gmail.com

Times: Monday-Friday from 6:30 a.m. to 6:00 p.m.

**Explore fun activities throughout the day!**

- Arts & Crafts
- Game Center (board games, cards, word searches, etc) & Reading
- Dramatic Play, blocks & daily STEAM activity
- Outside Fun

Summer Program Schedule:

First Day: June 1st

Last Day: August 14th

**There is an annual family registration fee of \$50 and the Summer Camp activity Fee: \$20 . This fee is due with registration form**

Snacks: Mid-morning and late afternoon snacks will be provided. Please inform us of any allergies.

Breakfast and Lunch: If your child will be eating breakfast and lunch while attending, please make sure you provide a meal, drink, and know that **WE ARE PEANUT/ NUT FACILITY FREE!**

Arrival/Departure: For the summer program we will be using the double red doors (main entrance). Parents will need to ring the doorbell and wait. We ask families to please be patient with us while the doorbell uploads the camera so we can see who is at the door and communicate with you. All students need to be accompanied into the front hall and will enter through the double doors.

All children will be released only to their parents unless WRITTEN instructions are received permitting pick-up by another adult. In an emergency, please call 724-744-0114 to provide information of an alternate adult picking up the child. Identification is required of the specified person picking up the children before the child will be released from the daycare. In an event that there is a staff member on duty who is not familiar with a parent, the staff member may require the parent to produce identification. We appreciate your cooperation with the above outlined procedures. Please keep in mind they are designed with your child's safety and well-being in mind.

A \$5.00 fee will be charged for each five-minute increment your child remains at EFA after 6:00 pm, and will be due before returning.

**NO Toys/Electronics/Phones/Gum/Candy:** Please do not allow your child to bring anything from home except art materials or a reading book.

Health Policy: Please do not send a sick child to EF. We would hate to spread colds, flu, or fevers to other children. If a child is at EF and appears to be sick, parents will be notified to pick up the child. Please inform us if your child contracts a communicable disease so we can inform other parents. Your child's name will be kept confidential. Children MAY NOT attend with a fever, or having vomitted or diarrhea. Temperature must be normal for 24 hours and symptom free before returning. Children also MAY NOT attend with an undiagnosed rash or with runny or pink eyes.

We request students to be potty-trained. If a student has 3 or more accidents in a week, it will be noted that they are not completely potty trained and will need to stay home for 2 weeks to complete potty training. A student will be asked only twice to continue working on potty training at home. If continuous, they will be disenrolled from the program.

### **Schedules/billing**

- Our program is licensed by the Department of Human Services. In order to properly staff, we need to know in advance how many children will attend. You may choose 2-5 days per week with the rates reflected on the registration form. Invoices will be automated through our Brightwheel app. If you will be off for a week for vacation, please let me know as soon as possible, but at least the beginning of the previous week for scheduling.
- Each child will receive one vacation week of summer camp (when absent M-F) per summer. Any other time off will be charged the regular attendance rate. Credits will not be issued for any absences, vacations, closed days or emergency closures.
- Anything additional that you would like to add to your regular scheduled attendance, we will need written notice by Wednesday of the previous week ([efa.afterschool@gmail.com](mailto:efa.afterschool@gmail.com)) to check for availability.
- Payment is preferred by the previous Friday, but absolutely on the Monday or first day of the week that your child will attend. If you have any questions please see me or email [efa.afterschool@gmail.com](mailto:efa.afterschool@gmail.com)

Program Withdrawal: A two-week advance notice of your decision to terminate with EF is mandatory. If not given, you will be charged for your scheduled time.

Returned Checks: A \$33.00 charge is assessed per incident.

Safety Plan: If an emergency situation should arise where students are exited from the building. The staff members will take an emergency bag with them. This bag contains the emergency contact information you provided. You will be notified as soon as possible with pick up instructions.

Non-Discrimination Policy: Our program will not discriminate in hiring staff or in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation, or disability.

Concerns: Any questions about Early Foundations' policies, procedures, and programs, please call or email our director, Becky Leonard, at [efa.afterschool@gmail.com](mailto:efa.afterschool@gmail.com).

## EFA's General Rules

1. Safety First!
2. Respect everyone at all times.
3. Use inside voices and walk!
4. Practice good manners.
5. Be gentle with all of EF's property.

Destruction or theft of Early Foundations, Inc.'s property and/or other individual's property will not be tolerated. Parents will be held responsible for restitution for any damaged property.

Contact information: Please feel free to call the staff members at 724-744-0114 or email at [efa.afterschool@gmail.com](mailto:efa.afterschool@gmail.com) with any issues or questions.

## **SUMMER CAMP 2026!!**

Themes

June 1st- Sports Week

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June 8th- Camping Week

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June 15th- Dinosaurs week

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June 22nd- Transportation Week

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June 29th- Celebrate the USA!

(Closed July 3rd)

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July 6th- Outer Space

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July 13th- Under the Sea

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July 20th- Tropical Islands/Pirates

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July 27th- Construction Week

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August 3rd- Zoo Week

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August 10th- Circus Week