



## Early Foundations Inc.

### Before/After School Care Handbook

112 Byerly Drive Jeannette, PA 15644

724-744-0114

[efa.afterschool@gmail.com](mailto:efa.afterschool@gmail.com)

#### **Information**

Times: Monday-Friday from 6:30 am – 8:15 am and 3:30 pm-6:00 pm

Fall Registration Fee: \$50 per family. This fee is due with the registration form.

**\* Early Foundations will follow the Penn Trafford school district calendar.**

Attendance schedules need to be provided by the prior Wednesday for varying schedules. **We have a 2 days a week minimum attendance policy.** Billing will occur weekly based on the schedule provided. Payments for the week are to be made in full on the first day of the week attending. Checks should be made out to Early Foundations Inc. Payments need to be made weekly and current to continue services. Weekly tuition pays for your child's reserved bus/childcare space. Accordingly, there will be no refunds for unused time due to vacations or illness.

Daily fee includes transportation for Sunrise, Harrison Park, and McCullough students, care, activities, and a daily snack.

Extended care: A \$5.00 fee will be charged for each five-minute increment your child remains at EFA after 6:00 pm, and you will be billed for the additional cost. This will need to be paid prior to the student returning.

If Penn Trafford has delay or early dismissal, students will be transported to and from PT at the adjusted times. If PT is cancelled due to weather, Early Foundations will monitor conditions and will inform

families via Brightwheel of our opening status/hours. Please have alternate plans in case of unexpected closures.

Snacks: Daily snacks at 4:00 pm will be provided. Please inform us of any allergies. **We are a peanut/nut facility free facility.**

ALL students need supervised at drop off in the front hallway until joining his or her class. Please be sure to walk in the building with your child. Thank you

Arrival/Departure: Enter to the right, circle around back and please drive slowly on the right side of the overhang outside the main doors. Watch for children being accompanied to and from the school and outdoor play area. Parents need to enter and exit the building via the main doors. Use our video doorbell to the right of the doors to be let in. **No students, under any circumstances may be alone in our front hallway without a parent or teacher.** Please ALWAYS walk in at drop off and pick up. The ignition of all cars must be turned OFF and the keys removed from the ignition. **\*\*\*NO CHILD MAY BE LEFT UNATTENDED IN A VEHICLE.\*\*\***

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. The director will document this information. Identification is required of the specified person picking up the children before the child will be released from 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 you will be billed for the additional cost. This will need paid prior to the student returning.

Health Policy: **Please do not send a sick child to school.** We would hate to spread colds, flu, or fevers to other children. If your child is at school 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. Our illness policy is posted throughout the center and shared each fall via our Brightwheel app.

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 training 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.

Scheduling: 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. **Please submit your schedule for the next week no later than Wednesday of the week before.** We understand plans change and you may need extra services that you have not scheduled. Please call us at 724-744-0114 or email us at [efa.afterschool@gmail.com](mailto:efa.afterschool@gmail.com), and we will make every effort to accommodate your request for additional care.

Absence: You will need to notify us at EF of your child's absence due to illness, vacation, or schedule change. Please call 724-744-0114 or email at [efa.afterschool@gmail.com](mailto:efa.afterschool@gmail.com) to make any changes. Please also notify your child's school if there is a change in after school plans.

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.

Parent Involvement: There is an “open door” policy. If you would like to visit the school during school hours, please arrange a time with the staff. We would love parents to share any talents or interests they have with the class. If you are interested in doing so, please talk to a staff member.

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

#### EF's Bus Rules

- 1) Students must remain seated.
- 2) Keep bus aisle clear.
- 3) Yelling or any inappropriate talk or gestures will NOT be tolerated.
- 4) No food or drinks.
- 5) Destruction of the bus could result in dismissal from the program.

#### EF'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.

#### Discipline Procedure

1. Verbal Warning
2. Written Notification
3. Communication with Parent/Guardian

If consistent inappropriate behavior is displayed, a meeting will be held between the EF's Director, EF's Executive Director, and the parents of the child/children involved. Together we will work to resolve any issues to prevent dismissal from the program.

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