



Early Foundations Inc.

3's Preschool Parent Handbook

112 Byerly Drive Jeannette, PA 15644

724-744-0114

Welcome to Early Foundations...

- ★ A place to meet new friends, discover our world, hear new stories, and tell a few of our own.
- ★ A place to sing, dance, exercise, and sometimes just be silly.
- ★ A place to learn sharing, caring, fair play, and just become a terrific person.
- ★ A place to grow more independent, curious, smarter, and taller.
- ★ A place to learn and have fun at the same time.
- ★ A place where curiosity and creativity are nurtured in such a way that children develop a love of learning and life.

### **Information**

Required Age for 3's: 3 by 1st day of school

Times: Tues. and Thurs. 9:00 to 11:30 am.

Tues. and Thurs. 12:30 to 3:00 pm

Doors will be opened at 8:55 am for the am session and 12:25 for pm session.

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

Monthly Tuition: Payments for the month are to be made in full at the first class of each month. Checks should be made out to Early Foundations Inc. Monthly tuition pays for your child's slot in preschool. Accordingly, there will be no refunds for unused time due to vacations or illness.

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.

School Schedule: We will follow the Penn Trafford School Schedule.

2-Hour Delay- If PT has a 2-hour delay; the am class will be from 11:00am – 12:30pm. The pm class will be from 1:30pm-3:00pm. Students staying for extended care will stay after their preschool class ends. Students who receive morning care prior to preschool starting will be provided daycare longer at EF before the delayed preschool starts.

Early Foundations' preschool classes will be cancelled if Penn Trafford School District is cancelled or PT has a virtual school day (FID). 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.

Three Week Trial Policy: Please understand that in our efforts to provide a high-quality program and environment for each child, a "Trial Policy" will exist. If it is determined that this program is not appropriate for your child due to maturity and/or behavior issues, you will be notified of such and may be asked to discontinue participation in this program. In particular, if a child's behavior becomes a factor, which significantly diminishes the quality attention we want to give to each and every child and reduces our environment to an unpleasant atmosphere affecting the overall functioning of our class, dismissal will be strongly considered. We want Early Foundations to be a very positive experience for all our students and feel this policy is in the best interest of all our children. Thank you for your understanding.

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.

Program Goals:

- 1) Promote feelings of success, self-worth, and independence
- 2) Encourage cognitive, physical, and social growth
- 3) Develop perceptual skills and self-help skills
- 4) Foster language development and the ability to follow directions
- 5) Help increase attention spans
- 6) Provide a safe, healthy, and fun environment
- 7) Build a solid foundation to help children be successful learners
- 8) Promote a good attitude toward learning.

Curriculum: Teachers use a variety of resources to provide an active, hands-on learning experience for children to develop academically, socially, and emotionally. The curriculum was designed closely following the PA State Early Learning Standards, as well as making sure it was aligned with Penn Trafford's curriculum. This curriculum is continually evaluated and developed.

Newsletter: One will be sent home each month

This facility is Peanut/Nut Facility-Free.

Snacks: Daily snacks will be provided. Please inform us of any allergies.

Birthday treats: Please let the teachers know you will be sending in a special treat before your child's birthday. Please remember that our facility is Peanut/Nut Facility-Free.

Holiday Parties- There will be a sign-up sheet if you want to contribute food items for the holiday and/or if you want to volunteer to come to the party.

Toys: Please do **NOT** allow your child to bring toys from home unless it is Show and Tell. Also, no gum or candy unless it is a birthday treat or party day.

Arrival/Departure: Enter 112 Byerly Drive and drive on the right side of the parking lot. Drive to the back of the facility and park in the gravel lot. Cars can park in rows. When you exit, drive on the right side and under the covered parking area. Please drive slowly and watch for children being accompanied to and from the preschool and outdoor play area. Parents need to enter and exit the building via the main doors. 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 the facility. 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. Feel free to discuss these and any other matters with our staff should you have any questions or concerns.

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.

**Clothing:** Each child will be given a clear Ziploc bag marked with his/her name. Please return the bag with pants, shirts, underwear, and socks to be left at the school and kindly promptly replace if used.

**Invitations:** Birthday party invitations can be brought to school to pass out, only if every child in the class has been invited. We don't want to make any child feel sad or left out. A class roster with student names will be provided.

**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 teacher. 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 teacher.

**Safety Plan:** If an emergency situation should arise where students are exited from the building. The teachers 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.

**Transitions:** Our classroom ratios are based on ages. Transitions from one classroom within the program to another happen in the beginning of the school year only. Mid-year transitions will happen by exception only. Please meet with the director if you feel a child should be transitioned to another classroom.

**Towards the end of the children's 3-year-old preschool program, teachers will have children complete activities in the classrooms that they will be using the following year.**

**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.

**Questions:** You will receive your child's preschool teacher's contact information to discuss any aspect of your child's progress. You can also contact our Director of Education, Lauren Savinda at [savinda.efa@gmail.com](mailto:savinda.efa@gmail.com). Any questions about Early Foundation's policies, procedures, and programs, please call or email our director, Becky Leonard at [efa.afterschool@gmail.com](mailto:efa.afterschool@gmail.com).