



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

- Keystone Star 4 Accredited ★★★★★
- Department of Human Services Certified
- We follow Pennsylvania's Early Learning Standard
- We use Learning Beyond Paper Curriculum
- We use Procure Assessment Tool
- Loving and 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: e.miller@prekkidslearningcenter.com

Welcome:

Pre-K Kids Learning Center's program is designed to meet the developmental needs of children from infancy to Pre-School. Children experience coordinated and independent activities, large and small group interactions and opportunities with creative expressions through music and art.

We want to thank you for taking the time to visit this website, and to read our handbook. We have developed this handbook to help our customers understand our philosophy, policies, and procedures. We would like to welcome you to visit our facility.

Pre-K Kids Learning Center has established qualifications for its faculty that exceed those required by the Department of Human Services, Keystone Star Programs, and Pre-K Counts Programs.

Mission Statement:

Pre-K Kids Learning Center's mission is to build partnerships with families for the purpose of assisting children in meeting and exceeding their developmental timelines and experiencing the joy of learning.

To provide services that exceed learning expectations and social/emotional development for young children.

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 your child(ren) 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 that we partake in the PA Keystone STARS program and are certified to be a **Four-Star program**. Being a 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.

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. This results 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 relationship with the parents of the 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, behavioral, social, and 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 director by calling the center or email her at e.miller@prekkidslearningcenter.com.
- You may also contact your teacher through the Parent Engagement APP.
- 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 the children into the building.
- Upon arrival and departure from the center you will need to sign your child in and out through our Kiosk or your Procure Parent Engagement app. 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 out.

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 / Black Friday / Thanksgiving / Christmas Eve / Christmas Day. *We will notify you if we have a closing for any other occasion.*

Arrival Time:

- Please arrive as close to your scheduled time as possible to keep the 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 plan with the Director to ensure all forms are properly updated.
- Parent/Guardian, and authorized pick-up persons **must electronically punch in and out** on the Kiosk **each day** upon arrival and departure. [Kiosk can be setup by the Director or Office Assistant]

Personal Items:

- For Infants - Diapers, Diaper Cream, Medicine, Wipes, Bottles (no glass bottles), Formula or Breast Milk, Baby Food are to be provided and labeled by parents.
- Parent/Guardian must bring in an extra set of seasonal clothing for all children. Clothing includes shirts, pants or shorts, socks, and under garments.
- In the summer, we require sunscreen to be provided by parents.
- 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/cases/chargers a child may bring from home. Preschool and School-Age may be given "Screen time" but 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 bed 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.

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

**Example Schedule - Schedule will vary in different classrooms and age groups, depending on the needs of the students.

Meals:

- The facility provides meals with enrollment.
- We serve meals according to the CACFP Guidelines set by the U.S. Department of Agriculture.
- If the 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 and on Procure Parent Engagement app.
- 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.
- Children one year old will be provided whole milk unless otherwise is required by their physician.

Daily Meal Schedule:

Breakfast	8:15 am
Snack	10:15 am
Lunch	11:45 pm
Snack	2:30 pm

**Example Meal Schedule - Schedule will vary in different classroom and age group.

****PLEASE** make sure your child is fed if the scheduled mealtime is to be missed so we can keep on schedule with daily activities. *(Times may vary due to individual classroom daily activity schedule and the needs of the students).*

Business System:

Pre-K Kids Learning Center uses "Procare" as our business system. Procare is an interactive online parent portal that provides your family with the ability to view their child(ren) schedules, timecards, make mobile payments, register, and so much more.

Through our Kiosk or Procare Parent Engagement app you will be able to check your child in and out. Procare Parent Engagement app is our communication tool. This web-based service provides a variety of electronic classroom management and parent engagement features specifically designed for early education learning centers. The platform is designed as a parent communication portal for early childhood educators to send daily reports, photos, menus, activity information, and so much more. This allows parents the ability to stay connected with their child(ren) throughout the day.

Procare Parent Engagement app is easy-to-use web and mobile based parent engagement platform that enables childcare centers to:

- Offer contactless check-in and pick-up with GPS enabled technology or QR codes.
- Share milestones, photos, and videos to engage parents in real time.
- Record electronic signatures from any mobile phone or tablet.
- Add and track custom, center-specific curriculum, and developmental milestones.

Upon enrolling to the center, two registration emails will be sent for Procare and Procare Parent Engagement app. This will help you to get connected to our center.

Scheduling of Weekly Services and Cancellations:

- **All schedules should be entered into www.myprocare.com by Saturday prior to week of service. (non-compliance may generate a \$3.00 scheduling fee for each week schedule that is not entered)**
- There is a 3-day minimum for service, (holiday week 2-day minimum).
- If your child is scheduled more than 3-days, and falls ill, by presenting a doctor note, you will be credited any days beyond the 3-day minimum, up to two days, (5 Doctor excuses accepted per year).
- Tuition will be charged, **per your child's schedule**, for all days the center is open. Tuition will not be charged on days the center is closed.
- Each child will be allowed a total of 4 "absent weeks" for the year, at the rate of \$85/week/child. After the 4 weeks are used, you will be responsible for your regular tuition. 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 to your weekly schedules to insure we meet teacher/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, if not properly scheduled.

*** Please let the office know if your child will not be attending any day/week.**

*** If you need care for a day that your child is not scheduled, you must call the center ASAP as we can provide care only if space is available.**

*** Please contact us through the Procare Parent Engagement app, email, or call, when your child is unable to attend on their scheduled day.**

* **Changes to Schedules** will be accepted by Monday 9AM of the week of service.

* **If you cancel after Monday at 9:00AM, you will be charged for the scheduled hours you submitted.** (Doctor excuses will be refunded - Doctors excuses are required after the 3 day minimum is met)

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

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

Billing Schedule:

Mondays

Billing will occur for any overtime, after hours service, diaper fee (children still in diapers/pull ups that are 3 and older), or any non-scheduled days for previous week of service.

Statements will be emailed weekly to the primary payer.

Tuesdays

Billing for the current scheduled week of service you have entered and any copays that you have for that week.

Late payment fees will occur (for non-payment of previous week services)

Wednesdays

Tuition Express automated payment notification will be sent out to all Tuition Express payers.

See Office Assistant for more information.

Fridays

Tuition Express paying customers with Automated Payment set-up will be processed for the current week.

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	\$48.90	\$41.00
Young Toddlers: 12-24 months	\$47.10	\$41.57
Older Toddlers: 24 -36 months	\$46.48	\$41.22
Pre-school: 3 years-school age	\$45.31	\$39.49
School Age-(K-12 years)	\$41.84	\$33.00
School-Age (before & after)	\$15.00 - for the first 2 hours	

We offer before and after school services to the Shenango School District. The charges will be \$15.00 for the first 2 hours and 10.00 per hour over the 2-hour minimum per day. School District closing or delays on your scheduled days, will still be charged.

***All school children picked up or dropped off at our facility will be charged for our services, even if those children do not enter our building.**

*Pre-school children who are still in diapers/pull-ups, will be charged a \$3 diapering fee per day until that child is completely potty trained. Completely potty trained is in underwear and accident free for at least 2 weeks. **This includes our CCW funded clients.**

We offer our self-pay clients who have two or more children enrolled, that attend four or more full-time days per week a 10% discount on the youngest child.

* All children are required to attend 3 days a week.

***Younger Preschool Classrooms** are for 3- and 4-year-olds.

***Older Preschool/Pre-Kindergarten Classroom** are for 4- and 5-year old's (these children will be going to kindergarten in the fall). Your child must be 4 by Sept. 1 to be in the pre-kindergarten classroom.

Payments / Fees:

- All payments are due by **Friday** of the week of service.
- Tuition Express automated payment can be set up - Contact the Office Assistant for more information.
- A **fourteen-day** notice must be given before withdrawing from daycare. Elsewise, up to \$80.00 per week, a maximum of 2 weeks may be charged, per child.
- Any credit accrued will be applied to the following week's payment.
- The Center accepts State Funded Childcare Programs, Employer paid, United Way, etc.
- Returned checks will accrue a \$40.00 charge to cover all bank fees, and accounting fees.
- Declined credit cards will accrue a \$40.00 charge to cover all bank fees, and accounting fees.
- Co-pays for State Funded children will still need to be paid even if absent.
- Registration Fee: \$80 per child, due upon enrollment or billed in the first week.
- Re-registration Fee: \$50 per child (for children that leave and return).
- **Annual Supply Fee: \$45 per Family**-Charged in early September.
- \$3.00 per day diapering fee for Pre-Schooler still in diapers/pull-ups for children ages 3 and up.
- Late payment fee of \$35.00 will occur on Tuesday for nonpayment of previous week of service.
- Overtime fee will be charged \$10.00 an hour for late pickups that are over 10 hours of service, per child.
- Early Drop-off (before 6:00am) & After business hour pickups (after 6:00pm), a \$50 flat fee plus \$10.00 per hour, will be applied, per child.

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 by calling 724-658-5763.

*****Shenango School bus stops every school day at approximately 8:30am and 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 office personell.

- 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 medication log must be filled out and signed by parents when medication is received by the center.

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

If a child has food allergies, this needs to be documented in writing by your doctor, and should be shown on your contact form, or a signed note from the physician. Parents needs to make sure staff is aware of the allergies.

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 at 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 100.4 degrees or higher, during the past 24 hours.
- Diarrhea/uncontrolled or unformed stools.
- Vomiting
- Rash of unknown origin.
- COVID-19 possible exposure, please call the center for updated state requirements.

*****If a 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.***

******Please remember, there is still a 3-day min. If you have a doctor's excuse for day 4 and 5, we can reimburse you for day 4 and 5. If you know your child will be out all week by Monday at 9:00 am, please inform the office to use a vacation/absent week. If you call after 9:00 am, you will be charged the 3-day min.***

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 childcare 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 who are concerned about having their child(ren) enrolled in a childcare facility. We want to assure you that we developed policies and procedures 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 disinfected 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.
- Sanitizing machines are run daily for each classroom.

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 with our first aid kit. You will be notified by the Procure app and the incident will be documented. A signed copy of the document will be given to the parent by the end of the day. If 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.

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

Emergency Plans and Evacuation:

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

Inclement Weather and Other Emergencies:

- Emergency closures will be sent through your Parent Engagement app.
- 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 via the Parent Engagement App.

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. Security or surveillance footage is not publicly accessible, for the safety and security of each child and family. Footage may be accessible upon request of authorized personnel. Our concern is always the protection of the children.

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 parents' 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, NSOR and FBI Fingerprinting clearances.
- Random drug tests shall be conducted.
- All are required to complete twenty-four hours of annual professional development per year to meet all State and Keystone Star requirements.
- All obtain Mandated Reporter, First Aid, CPR, & Fire Safety Training.

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 teamwork.
- ✓ **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.

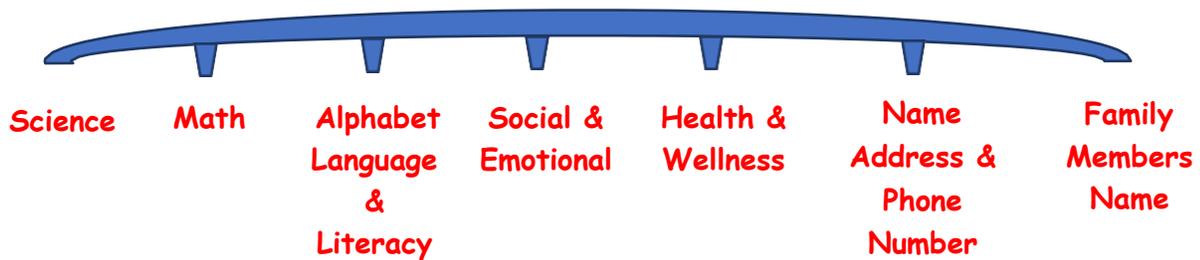
"Our children are learning today for the future of tomorrow."

Our Pre-School Programs

Preschool



Alignment to Kindergarten Transition





Pre-K Kids Learning Center Inc.

2740 Ellwood Rd. New Castle, PA 16101
(724) 652-0922 - www.prekkidslearningcenter.com

Curriculum Statement

Pre-K Kids Learning Center's program is designed to meet the developmental needs of children from infancy to Pre-School.

Our Philosophy

As a child learning facility, Pre-K Kids provides a nurturing and caring environment which also meets the foundations for educational experiences. We operate on the premise that Early Childhood experiences shape learning but also has an enduring and profound impact upon the future of each child.

Young children who experience healthy social / emotional contacts, diverse learning experiences and knowledgeable care givers usually excel in growth and development. Children are viewed as unique individuals with many abilities and interests. Pre-K Kids offers many opportunities to grow the creative child but also socially, emotionally, and cognitively.

Curriculum

We have adopted *Learning Beyond Paper* as our curriculum, a developmentally appropriate support for active learning and promoting children's progress in all developmental areas. Learning Beyond Paper creates a high-quality learning environment that enables every child to become a creative and confident thinker.

Learning Standards

The **Learning Center** provides many experiences in multiple disciplines which are aligned in our Learning Beyond Paper with the PA Early Learning Standards:

PA Early Learning Standards

- *Approaches to Learning through Play*
- *Creative Thinking & Expression*
- *Mathematical Thinking & Expression*
- *Social & Emotional Development*
- *Scientific Thinking and Technology*
- *Social Studies Thinking*
- *Health, Wellness & Physical Development*
- *Language & Literacy Development*
- *Partnerships for Learning*

Teachers' Role

The teacher is responsible for delivering curriculum that meets the needs of each individual child in their classroom. We ensure that Pre-K Kids Learning Center is committed to ongoing professional development through trainings, staff meetings, and ongoing individual coaching and mentoring.

Classroom Experiences

Teachers help the children learn by using discovery centers, defined in the curriculum and through best practices in the field, that are designed to allow children to learn while they play and explore. Each classroom has materials for all children to actively engage in their environment. These materials are carefully selected to meet quality standards for early childhood programs. Teachers also prepare some small group instruction, particularly around language, Science, Technology, Engineering, and Math.

Assessment

The teachers begin by observing and assessing each child's development by using *Ages and Stages*. *Vine "DRDP- Desired Results Development Profile"* is then used to document the children's learning progress. These assessments happen during exploratory play and small group activities, implemented in the classroom lesson plans.

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 (to include hair type, hair texture, or hair style), color, age (40 and over), sex (to include pregnancy status, childbirth status, breastfeeding status, sex assigned at birth, gender identity or expression, affectional or sexual orientation, and differences in sex development), ancestry, national origin (including Limited English Proficiency), religious creed (to include all aspects of religious observances and practice, as well as belief), disability, and retaliation.

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 based on race, (to include hair type, hair texture, or hair style), color, age (40 and over), sex (to include pregnancy status, childbirth status, breastfeeding status, sex assigned at birth, gender identity or expression, affectional or sexual orientation, and differences in sex development), ancestry, national origin (including Limited English Proficiency), religious creed (to include all aspects of religious observances and practice, as well as belief), disability, and retaliation. 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: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a

written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
program.intake@usda.gov

This institution is an equal opportunity provider.

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 Mrs. Miller at 724-652-0922, or email e.miller@prekkidslearningcenter.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 School District, Head Start, Shenango Police Department, 911 Center, Lawrence County Libraries, Adagio Health, Lifesteps, Butler County Community College, Slippery Rock University, Penn State Better Kid Care, Department of Human Services, Keystone Stars, PACCA, NAEYC, MIU IV, Community Alternatives, Pre-K Counts, ITCS, PA Key, ECE PDO, 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 is 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



Pre-K Kids Learning Center
www.prekkidslearningcenter.com
2740 Ellwood Road
New Castle, PA 16101
Phone: 724-652-0922
Fax: 724-652-6060
E-mail: e.miller@prekkidslearningcenter.com

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