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Licensed by the Commonwealth of
Pennsylvania
Department of Education
Bureau of Children & Youth
Equal Opportunity Employer

Owned and Operated by:

Melissa Frey

Assistant Director: Crystal Pavlick

Premier Early Learning Center

Premier Early Learning Center is a child development center that seeks to provide a caring and supportive learning environment for children ages 6 weeks to 12 years. The curriculum used promotes the social values of sharing, cooperation and friendship. All children are helped to develop positive self-concepts and to develop tolerance and understanding for others from different backgrounds. The school admits students of any race, color, differing abilities, nation and ethnic origin, gender or creed. The rights, privileges, programs, and activities are made available to all students and their families. The school does not discriminate on the basis of race, color, national and ethnic origin, gender, creed or disability in the administration of any policies or programs. The program accepts children with special needs as long as a safe, supportive environment can be provided for the child.

Facility and Program

Premier Early Learning Center is open Monday through Friday between the hours of 6:30 am & 6:00 pm. We reserve the right to ask withdrawal from our care for any reason necessary.

A well balanced, nourishing lunch is available each day at an additional daily rate of \$2.00. If your child does not like a particular menu item or if you prefer, you may pack a lunch for them. Milk is available every day at no extra cost. Also, a morning and afternoon snack is provided every day for your child. Take home snack will not be distributed.

Prior to the child's attendance, a conference with the parent or legal guardian and the child is required to acquaint each new family with the environment, staff, and schedule for child care.

Daily Schedule

6:30-9:00 Free Play. Educational table games, puzzles, outdoor games, interaction with staff and appropriate peer group.

9:00-9:15 Clean up.

9:15-9:30 Morning snack.

9:30-11:30 Age appropriate activities. Group and individual learning experiences in the areas of, but not limited to: Language Arts (storytelling, puppetry, Show & Tell, etc.), Creative Arts (painting, drawing, cut & paste, etc.), Music and Movement and Science (pets, weather, cooking, etc.)

11:30-Noon Lunch.

Noon-12:30 Outdoor activities.

12:30-1:00 Ready for nap/ Storytime.

1:00-3:00 Nap time/ Quiet time.

3:00-3:30 Snack time.

3:30-5:00 Centers, outside play.

5:00-6:00 Clean up/ Parental pick up.

**Each individual class has a specific schedule that is followed daily.*

Yearly Calendar and Paid Holidays

Premier Early Learning Center will operate 52 weeks per year, except for the holidays listed below. In the event of hazardous driving conditions, parents should listen to local radio stations to see if the center is closed. If the center is closed any time other than a paid holiday, for example on a snow day, parents will not be charged. Annually, on the following days we will be closed but applicable fee is to be paid by all enrolled even through Premier Early Learning Center will be closed:

New Year's Day – January 1st *

Good Friday- Friday before Easter

Memorial Day- Always the last Monday in May

Independence Day-July 4th*

Labor Day- Always the first Monday in the full week of September

Thanksgiving Day- Always the last Thursday in November

Christmas Day- December 25th *

*In the event that the holiday falls on a Saturday, the center will be closed the preceding Friday. In the event that the holiday falls on a Sunday, the center will be closed the following Monday.

Personal Needs

Children should be neat and clean in appearance upon arrival at the center. Please have your child wash their hands upon arrival. Chewing gum is strictly forbidden! By prior arrangement, candy or other snacks may be brought if in sufficient quantity to be shared by all present on that day. Special birthday party arrangements may also be worked out. NO GUM!

Parents are requested to come into the center with their children to assure a safe arrival and departure.

Children must not get into an empty parked car in front of the center to wait for their parent. If you are talking to a staff member when you pick up your child, please do not allow the child to leave the center without you.

Only parents or a personal representative authorized by the parents may pick up or drop off children unless there are other arrangements made with the center. Always call and let the staff know if there are changes in regularly scheduled procedures.

Children should be sensibly dressed according to the weather conditions for the day. In Winter, inclement weather requires mittens, hats, boots, and heavy outdoor pants. Please mark all of the child's clothing with his or her name.

Parental volunteering for special events such as field trips is encouraged. Child and parent both benefit from and enjoy these experiences. When a child leaves the center and transitions to another educational setting, Premier Early Learning Center will transfer your child's

records at the request of the child's parent as long as appropriate release forms are signed.

Parental Conference

When requested by parents, the director is available for a formal conference concerning individual children. The director is also available on an informal basis whenever the need arises for mutual sharing or discussion. Written notes on each child's progress and development are filed three times per year. Teacher conferences are offered at these times of the year if the parent is interested.

Parental Responsibilities

Parents must inform the director in the event of a change in any of the following:

Home address

Home telephone number

Place of employment

Work telephone number

Marital Status

Childs doctor and telephone number

Discipline

Caregivers will equitably use positive guidance, redirection, planning ahead to prevent problems, encouragement of appropriate behavior, consistent clear rules, and involving children in problem solving to foster the child's own ability to become self-disciplined. Where the child understands words, discipline will be explained

to the child before and at a time of any disciplinary action. Caregivers will encourage children to respect other people, to be fair, respect property, and learn to be responsible for their actions.

Registration

The initial registration fee is payable with application, subject to acceptance and is non-refundable. There is no annual renewal fee while the child continues enrollment. If, however, a child withdraws from the center for a period of more than 30 days, then the initial registration fee is charged upon re-enrollment. Registration of an infant spot requires the registration fee which is non-refundable plus the 1st week of tuition which is refundable only if at minimal a 1month notice is given. The registration packet must be completed prior to the child's first day of attendance. The information will remain confidential and will be shared with other caregivers only as required to meet the needs of the child. The packet includes: a registration form, emergency contact sheet, child health assessment, emergency plan information, agreement, permission to photograph, permission to post allergies, and sign off sheet for an IEP/IFSP.

Full payment for child care service is due one week in advance. Partial payments are not allowed. A \$10.00 a week late fee will be charged if payment falls behind. Failure to make payments on time may result in the suspension of services for your child.

The weekly rate provides for five consecutive days of care, Monday through Friday. Our part-time rate is a minimum of three days per week. There isn't a discount for sick days. A vacation of up to two full weeks per year can be granted after a child has been enrolled for six months. You may use these as days or full weeks. No tuition is charged and your child's place is reserved. **A vacation notice is required, two weeks in advance for your vacation**. Forms can be found in the foyer area.

Payment can be made by cash, credit card, or check with checks payable to “**Premier Early Learning Center**”. \$25.00 is charged on any check which is returned. There is a \$10.00 discount for a second child enrolled, **full time only**. Full time school-age children are discounted \$5.00.

physician’s office. The parent will be responsible for any cost incurred.

Health Regulations

Before admission, a child’s parent must have the health form completed and signed by the family physician.

Each child is required to have a physical exam every year thereafter and every two years after the age of six. Immunizations will be required by the US Public Health Service and the American Academy of Pediatrics.

A child should not be sent to our center unless her or she is well enough to participate in normal daily activities. A parent will be notified should their child show or develop symptoms of a fresh cold, sore throat, inflamed eyes, fever, rash, diarrhea, or vomiting.

Immediate pick up is expected. The child must have a normal temperature (98.6) for a 24-hour period without fever reducing medication to be readmitted without a physician’s release. A child must be excluded from the center until free of diarrhea symptoms for a 24-hour period.

Medication will be administered to children by staff only with written consent from the child’s physician and parent. A parent must fill out a medication form for the expected duration that the medication is to be administered. To protect your child’s privacy, this form is to given directly to a caregiver. Medication must be in the original container. Medication must go home every night.

First aid will be administered by Premier Early Learning Center staff as required.

In case of emergency, parents will be notified first, if possible. If neither parent can be notified nor the family physician reached, the center will obtain proper medical care at either the nearest hospital or available

