



## **Premier Early Learning Center**

3853 Allen Street  
Emmaus, Pa 18049  
(610) 967-9767

[www.premiereastpenn.com](http://www.premiereastpenn.com)

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

**Tuition follows classroom not age.**

An infant is a child aged 6 weeks to 12 months.

A Pre-Toddler is a child aged 12 months to 24 months.

A toddler is a child aged 24 to 36 months.

A preschooler is a child aged 3 years to 1<sup>st</sup> grade. The fee drops once a child is moved into the preschool room and is potty trained because the ratio changes at that point.

A school-aged child is one who is in 1<sup>st</sup> grade and up. To participate in our Summer school age program, a child must have completed Kindergarten.

**(The Christmas vacation week(s) fee for school age children is the same fee as the Summer Camp school-ager's weekly rate.)**

There is a \$15 per fifteen minutes late fee charge after 5:45 pm and a late charge of \$20.00 per week if payment is not made by the beginning of the week.

\$5 per ½ hour over 10 hours of care per day added to above tuition rate.

To withdraw a child from our center, a two-week written notice and two-week tuition are required.

## 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 if a safe, supportive environment can be provided for the child.

All children are supervised by a staff person at all times while they are in our care.

## Facility and Program

Premier Early Learning Center is open Monday through Friday between the hours of 6:45 am & 5:45 pm. We reserve the right to ask withdrawal from our care for any reason necessary. No lunch is served by the center, and every child must have a packed lunch daily. Morning and afternoon snacks are provided every day for your child. Take home snacks will not be distributed. If your child has a food allergy or special dietary necessity food will need to be provided from home for each snack along with lunch.

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 childcare.

## Daily Schedule

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

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. (packed)

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 Cleanup/ 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.

Annually, on the following days we will be closed but applicable fee is to be paid by all enrolled even though Premier Early Learning Center will be closed:

**New Year's Day – January 1<sup>st</sup> \***

**Good Friday- Friday before Easter**

**Memorial Day- Always the last Monday in May**

**Independence Day-July 4<sup>th</sup>\***

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

**Thanksgiving Day- Always the last Thursday in November**

**Christmas Day- December 25<sup>th</sup> \***

\*If the holiday falls on a Saturday, the center will be closed the preceding Friday. If 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 car parked in front of the center to wait for their parents. 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 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 if 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, then the initial registration fee is charged upon re-enrollment. Also required; 2-week security deposit that is non-refundable after 3 days of registration. The enrollment 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 parent handbook, handbook acknowledgement, 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 childcare services is due one week in advance. Partial payments are not allowed. A \$20.00 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. No tuition is charged, and your child's place is reserved. **A written vacation notice is required, two weeks in advance for your vacation.**

Payment can be made by cash, credit card (plus 2%), 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.

## 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 he 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 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 physician's office. The parent will be responsible for any cost incurred.