

Explore and Learn Childcare Center

510 North Fifth Street · Perkasie, PA · 215-257-9240

www.exploreandlearn.com

We Make Learning Fun!

We would like to take this opportunity to welcome you to our center. During your child's time at Explore and Learn, he/she will be observed daily to help us ensure we are meeting his/her academic, social, and emotional needs every day. After 45 days of your child being enrolled at our facility, we would like to offer you the opportunity to discuss your child's transition to our program and share with you our first completed observation checklist. Explore and Learn uses the Seesaw App to communicate with you about your child's day. Your child's teacher sends messages, photos and information using the Seesaw App. Your child will also have a progress report completed and sent home three times during the school year (November, February, and May). After each assessment a conference will be available for you to talk with your child's teacher.

Please detach the bottom portion of this letter to inform us if you would be interested in our "Getting To Know You Meeting". This meeting would be approximately 45 after your child's start date.

Below is a list of policies and information about Explore and Learn Childcare to assist you and your child with a smooth transition to our facility.

1. The Owner of Explore and Learn is Sandy Detweiler. Sandy can be reached at 215-257-9240 and her e-mail address is sandy@exploreandlearn.com. Sandy is typically available from 9:00am - 5:00pm Monday through Friday.
2. Our Director of the Perkasie location is Diane Gerstenfeld. She can be reached at 215-257-9240 and her e-mail address is diane@exploreandlearn.com. Diane is typically in the office 8:00am - 5:00pm.
3. We have a security system installed in our center. Parents have the opportunity to purchase a key card, which costs \$10. You may purchase up to two cards per family. If you have someone on your emergency list to pick-up your child, please instruct them to have their Photo ID available to show the staff.
4. Please remember to turn your car off before escorting your child into the building.
5. A teacher will sign your child in and out on a daily basis. This is not the time to communicate with the teacher they are attending other children and safety is our main focus. Please use the Seesaw app to communicate with your child's teacher or call the office and speak with Diane or Sandy.
6. The teacher will assist your child with washing his/her hands upon entering the center each morning. This is to help reduce the amount of germs in the facility.
7. Remember to check your child's backpack and/or folder at the end of each day for art work, permission slips, messages, newsletters, and calendars.
8. Please provide a change of seasonally appropriate clothing for your child. A set for the fall/winter and for spring/summer. Be sure to write your child's name on all articles of clothing, including coats, hats, and gloves.
9. Please provide a sleeping bag and pillowcase for naptime. Your child's sleeping bag will be stored inside the pillowcase you provide. Plastic bags are not permitted. Remember to label both the sleeping bag and the pillowcase with your child's name.
10. Tuition is due Friday for the coming week of care for tuition paid weekly. Monthly tuition payment are due by the 5th of each month. The tuition box is located in the lobby area by the front door. Late tuition payments will be charged a \$10 fee.

Please fill out the form below and return to your site director as soon as possible. Thank you for your cooperation.

Explore and Learn Childcare and Learning Center
Getting To Know You and Getting To Know Us

_____ Yes, I am interested in scheduling a meeting with the director and/or teacher of my child's class to learn more about the program and for them to learn more about my child.

_____ No, I am not interested in scheduling a meeting at this time. I feel confident my child will be safe and secure at Explore and Learn. If I have any questions in the future, I will contact Sandy, Diane or my child's teacher.

Name: _____ Child's Name: _____ Date: _____