



**9100 Mission Road  
Prairie Village, KS 66206**

**913-381-8023**

**[www.PremierLearningKC.com](http://www.PremierLearningKC.com)**

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**Monday-Friday 7:00 am – 6:00 pm  
Caring for Children Ages Six Weeks – Five Years**

## Welcome and Thank You!

Dear Parents,

We are so excited that you have chosen or are considering Premier Learning as your care and education provider for your young child. It is understood that you expect the absolute best for your child and we are here to provide that for you. Our number one priority is you and your family. Not only does our staff have many years of education and teaching experience in the field of early childhood, but we all have a true passion for children.

As the Director and Owner of Premier Learning, I can assure you that your happiness and your child's well-being are of utmost importance to me. I opened Premier Learning in effort to offer a center where all children, including my own, would be able to benefit from a high quality, loving and playful environment during their most precious years of early education. I envision our relationship as a partnership with one goal in mind: the wellbeing of your child during their early years of life.

We welcome you to our center and we look forward to providing high quality and loving care to your child; while having fun too! This book should answer many of your questions and is a great introduction to our center. I also encourage you to please share any thoughts, concerns or ask questions at any time.

Thank you.

Sincerely,

Angela Bertocchini  
Parent/Owner/Director

**Our Mission:** Premier Learning Early Childhood Education Center provides a playful, high quality, safe and nurturing environment where children are able to learn through play and experience. By providing age appropriate, exploratory activities, children are able to interact and make choices while actively learning through self-discovery.

**Our Philosophy:** Each classroom provides an atmosphere where your child is able to develop at their own pace. Our teachers are committed to creating developmentally appropriate activities and classrooms for each child to enjoy. Children learn heavily through play, conversation and experience and we intend to provide an environment where they may do so. It is important that children are able to express themselves while treating others as they wish to be treated. We encourage children to always show respect for themselves and others. We hope that by providing these values and environment each day, your child will develop a strong sense of self-worth and independence.

## Center and Staff Information

**Center Director: Susie Smith**, 816-206-3602 (mobile)

**Executive Director/Owner:**

**Angela Bertocchini**, 913-963-0860 (mobile)

**Hours of Operation:** Our center is open Monday-Friday 7:00 AM-6:00 PM. We are closed major holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, Christmas Day and sometimes the day after Christmas depending on when Christmas Day falls. We are open 7:00-4:00 on New Year's Eve.

**Ages:** Premier Learning provides care for children six weeks up to six years.

**Address:** 9100 Mission Road Prairie Village, Kansas 66206

**Phone:** 913-381-8023    **Fax:** 913-273-0221

**Staff:** Our staff is committed to ensuring that your child(ren) enjoy their time at school. Each day our teachers provide exciting and educational activities. Early education for young children is a crucial part of your child's development. We are excited that we are able to share this time with them and your family.

All teachers have great experience in early childhood education. All staff has been screened and has completed a background and reference check. Premier Learning provides pediatric CPR and First Aid training for all teachers and staff. All teaching staff also complete 10 hours of continuing education each year.

Our teachers are a critical component of your child's education and development. Please be assured that we hire qualified, experienced, friendly, loving and genuine teachers for every age group. If you feel any member of the Premier Learning staff are not living up to these standards please share your thoughts with your Director so that your concerns may be addressed as soon as possible.

## Classrooms, Ratios, Tuition and Fees, Absences

### Classrooms and Teacher : Child Ratios-

Classroom	Ages
Infant	0 - 12 Months & Walking
Toddler 1	12 Months & Walking - 20 Months
Toddler 2	20 Months - 2.5 Years
Early Pre K	2.5 - 3.5 Years
Pre K	3.5 - Pre Kindergarten
Please note, move up dates may not be exact, but around these ages (depending on classroom availability and enrollment).	

Classroom	Ratios
Infant	2:6
Toddler 1	1:5
Toddler 2	2:10
Early Pre K	2:12
Pre K	2:20

### Tuition: Monthly Tuition Rates (as of 9/1/2017)

Classroom	Full Time Tuition
Infant	\$1,315
Toddler 1 and 2	\$1,110
Early Pre K	\$1,038
Pre K	\$897

Classroom	4 Days/Week	3 Days/Week	2 Days/Week	1 Day/Week
Pre K	\$804	\$616	\$470	\$270
We offer part time options starting at 3.5 years.				

**Drop in Care:** Occasionally we will have openings for families for temporary daily drop in care (or to add an occasional day to part time care, if space allows) and the tuition is \$60/day for care.

**Classroom Transitions:** Around the time it is time for your child to transition to the next classroom up you will be notified by the Director and/or your child's teacher regarding details to their move up date. We do our absolute best to transition your child around the time of their birthday/half birthday. At times, there may be a lag time between classroom transitions. Please understand that we do everything we can to ensure your child is enrolled in a classroom that is most age appropriate for them and we will transition them as soon as we can.

**Payments:** Tuition is due by 1<sup>st</sup> of each month. If you would like to make arrangements to pay twice a month, please let your Director know. For convenience, many families utilize auto-bill pay, through their bank. Please mail payments to: 7219 Metcalf Ave OP KS 66204. Please pay tuition with a check or money order. Receipts will be emailed each month.

In effort to maintain a steady business, please understand the following: A \$25 late fee will be applied if tuition is not paid in full within 3 days of the due date. In addition, if tuition is then not paid within 7 days of being due, your child will not be able to return to school until tuition is caught up. There will be a \$25 charge for non-sufficient funds for all returned checks or rejected auto debit.

**Absences/Withdraw:** In order to maintain your child's enrollment spot, please understand that tuition is due even when he/she is absent. Staffing and other operational costs still incur regardless of absences/sick days. If you decide to withdraw from the school a ONE MONTH notice is required in effort for management to review the waiting list and backfill your spot. Please let us know via email for documentation purposes. You may notify us in person as well. For families receiving state assistance for child care from either KS or MO, only a two week notice is required due to state restrictions.

**Late Pick-Up Fees:** Children must be picked up from school by 6:00 PM. There will be a \$2.00/minute fee charged to your account. For the first instance of tardiness, this fee will be waived. If you are going to be late, please call ahead and let staff know you are on your way.

**Enrollment Fees:** There will be a one-time enrollment fee of \$125 per child. The enrollment fee is a non-refundable fee and will hold your child's spot until they begin school. At enrollment and each year, in August, there will be a supplies fee of \$60. The supplies fee is due in August paid with your child's tuition. In April there is a sunscreen fee of \$15 per child also paid with your April tuition.

## Curriculum

At Premier Learning, Early Childhood Education Center, we use the HighScope Curriculum. HighScope is an *active participatory learning* program that teaches children to learn through hands-on experiences using many different materials, events and ideas. Teachers work alongside their children to encourage learning through verbal and nonverbal communication. They also provide many different interesting materials to work with while offering thoughtful and warm interactions. At first glance, a HighScope classroom may seem chaotic, but after observing for a few moments it soon becomes obvious that the children are very purposeful and self-directed in their activities!

HighScope is a comprehensive curriculum that addresses all areas of development. There are a total of 58 "key developmental indicators" (KDIs). They have organized the content of their KDIs into eight content areas:

1. Approaches to Learning
2. Social and Emotional Development
3. Physical Development and Health
4. Language, Literacy, and Communication
5. Mathematics
6. Creative Arts
7. Science and Technology
8. Social Studies

Please visit our website or [HighScope.org](http://HighScope.org) for further information.

## **Food/Beverages**

Children within the Toddler-Pre-K classrooms will be provided breakfast, AM snack, lunch and PM snack each day. If your child is in the infant room and is able to have solid foods, please let their teacher know so we may include them during meal times.

Please have your child within their classroom by 8:10 am if you would like them to be served breakfast. If you know that your child will not be at breakfast the following day, please let their teacher know so that we may make changes to our food count for the next day.

All meals are included within the cost of your tuition. All meals are prepared daily within our kitchen by our cook. We provide nutritious, wholesome and minimally processed foods for all meals. Breakfast and lunch will be served with cow's milk. The milk we serve is hormone free. Some snacks are served with juice. All juice served is 100% natural fruit juice without high fructose corn syrup or unnatural additives. Children will have access to water all throughout each day.

If you have any special requests/allergy notifications for your child for food and/or beverage please let your Director know ASAP.

Due to the nature that infants drink and eat different foods and have individualized schedules, Premier Learning does not provide formula or food for infants. If your child is eating table food or drinking cow's milk prior to their transition to the toddler room we will provide food and milk for them. Otherwise, please provide breast milk/formula, cereal and jar food to their teacher each day. Please include amount and instructions as well. All food and drinks must be labeled with: child's name, date and title of contents.

## **Birthday/Special Occasions**

Premier Learning welcomes birthday and holiday celebrations! If you would like to share your child's birthday or special holiday tradition with their class please discuss with their teacher. During these events, we ask that foods with potential allergy hazards are avoided.

## **Classroom Schedules/Daily Sheets/Conferences**

Toddlers-Pre-K classrooms have individual classroom schedules. Please see your child's teacher for a copy of the schedule. You may also view our schedules on our website at: [www.PremierLearningKC.com](http://www.PremierLearningKC.com) For all classrooms, you will receive a daily sheet giving you specific information about your child's day! If needed, please feel free to discuss your child's day in greater detail with their teacher.

Each fall and spring, teachers will conduct parent/teacher conferences if you would like to participate. Conferences will be made available to the Toddler 1 Classroom and up. Infant classrooms are much smaller allowing more one on one interaction with parents and teachers on a regular basis. Conference dates and times will be announced at least one month in advance. A sign-up sheet will be made available to you.

## **Nap/Rest Time**

Nap/rest time takes place within each classroom after lunch is complete. Children are encouraged to sleep during this time. If a child does not sleep during naptime each day they will be allowed to participate in a quiet activity (such as reading) on their cot during the scheduled naptime.

If your child would like to bring a small comfort item from home to use during naptime they may do so. Please understand that we will have your child return the item to their cubby after naptime is over.

Premier Learning provides cleaning of sheets and blankets on a weekly basis. No need to bring from home unless your child has a blanket he/she prefers.

Prior to naptime each day, children within the toddler room and up brush their teeth. Please provide a toothbrush and toothpaste in their cubby.

## **Diapering/Toilet Training/Spare Clothes**

In order to maintain lower tuition costs and to keep your child's diapers consistent with what they wear at home, Premier Learning does not provide diapers/pull ups. Please make sure your child has an adequate amount of diapers in their cubby at the beginning of each week. In case of accidents we ask that you provide two spare changes of clothes in their cubby as well.

When you believe that your child is ready to begin toilet training please discuss this with their teacher. We understand this is a very exciting time for you and your child and we will do whatever it takes to create a smooth transition!

Signs Your Child May be Ready for Toilet Training:

- Has a concept of wet and dry
- Has a regular bowel movement
- Stays dry for an hour or two during the day
- Wakes up dry from nap
- Shows/expresses interest

During this time, please send additional spare outfits each day, including socks and shoes. We encourage you to bring your child to school in training pants/underwear as opposed to a diaper.

Our goal is to partner with you and your child during this exciting time! We understand the challenges that may be faced and we are here to support your child through them. The reward is incredibly great!

## **Discipline Policy/Guidelines**

At Premier Learning we encourage each child to have a strong sense of self-worth and respect while respecting those around them. Teachers provide guidance for each child giving them the ability to develop self-control. When needed, teachers will interject the inappropriate actions/behaviors by redirecting the child to a more positive one. Teachers express their ideas of what the child "should" do as opposed to stating, "don't do". Positive reinforcement will be provided for desirable behavior.

By following these disciplinary guidelines children will learn the importance of self-discipline while assuming responsibility for their own actions.

When needed, a child may be asked to leave the group/individual play activity and compose themselves in an area away from the group. The teacher and child will discuss their actions and decide together what the more positive choice would be for next time. The time away from play would be very minimal.

## **Illness**

In effort to maintain a healthy environment for all children we ask that you do not bring your child to school if he or she is ill and/or has a fever. If your child becomes ill at school you/a member of your emergency contacts will be notified immediately. We ask that your child be picked up within one hour.

If you learn that your child has contacted a spreadable disease or illness, please notify your Director as soon as possible. We will privately let other families know that their child may have been exposed.

Please do not bring your child to school if he or she has any of the following symptoms:

- *A fever of 100 degrees F or higher within the past 24 hours*
- *Vomiting/diarrhea (two or more loose stools per day). May return once condition has completely subsided for a 24 period without medication*
  - *For infants/toddlers: if diarrhea has occurred due to teething/immunizations please send your child with a note from the doctor stating that he/she is not contagious to others*
- *Symptoms of a communicable disease or contagious infections*
- *Discharge from eyes, ears or nose, may return with a doctor's note stating the child is no longer contagious with/without antibiotics*

- *Showing signs of extreme exhaustion, weakness, drowsiness, flushed face, headache, excessive coughing, undiagnosed rash, or any other abnormal symptoms. May return when symptoms subside or with a doctor's not stating the child is not contagious with/without medication*

Please call, or email your Director, and let us know if your child will be out sick for the day.

## **Medication**

If needed, medication (prescription/over the counter) may be given to your child while at Premier Learning. A Director, or authorized staff member, will administer medication. A "Medication Authorization Form" must be completed prior to us administering. Please fill out an updated form each week. Personal instructions for OTC and Physician's instructions for prescriptions must be provided. Each medication should be labeled with your child's name and please keep them within their original containers.

## **Immunizations/Health Records**

It is required that all children are up to date with all immunizations and have a Certificate of Immunization on file. Please submit the Medical Records form prior to your child's first day at school.

## **Injuries/Emergencies**

All staff members do everything possible to prevent injuries from happening. Unfortunately, accidents sometimes happen. We have a full first aid kit on site and are able to handle basic first aid needs such as minor bumps, bruises and scrapes. We will call you during the day to inform you of minor injuries and you will also receive an accident report when you pick up your child.

Please make sure all emergency contact information is up to date at all times. In the event of an emergency situation teachers will call 911 and then you/your emergency contact list will be notified immediately.

## **Safety/Child Pick Up**

All entrances into Premier Learning are locked from the outside. At our main entrance we have installed a security keypad. Only those who have been given an access code will be allowed to enter the building. Each parent/guardian listed on each child's paperwork will be given an access code during enrollment. Teachers will also have an access code which allows them access into the building through the main entrance. The parents/guardians listed on your child's enrollment forms will have authorization for pick up. If at any time someone other than you or another guardian will be picking up your child, please let a Director know in advance. Your child's safety is VERY important to us and we will never release your child to someone who is not authorized.

At the time of enrollment you will fill out a "Child Pick Up Authorization Form" On this form you may list those other than yourself/other guardian who is authorized to pick up your child at any time. Please make sure that if you need to make changes to this form you do so immediately.

If an authorized person will be picking up your child, DO NOT give them your access code. They may ring the bell at the time of pick up and we will verify their driver's license with your "Child Pick up Authorization Form".

**NOTE:** In effort to maintain safety for all children, please do not let others walk in to the building behind you. Allow the door to shut behind you, giving them the opportunity to enter in their key code or ring the bell.

## **Fire/Tornado Drills**

Premier Learning will have monthly scheduled fire drills and seasonal tornado drills. Teachers will discuss fire and tornado safety with the children prior to the drills. Safety drill information and exit strategies are posted within each classroom.

In accordance with the state of Kansas Statue K.S.A. 44-1009, Premier Learning does not refuse, deny, make a distinction or discriminate enrollment against persons because of race, religion, color, sex, disability, national origin or ancestry of such persons.