

- **Communication**

- Positive Communication

- Formal Conferences
- Informal Conferences
- Developmental Screening
- Open Door Policy
- Family Resource Area

- Child Service Report

- Types of Communication

- Email / Website www.k-prep.com
- Newsletter
- Remind App
- Social Media (Facebook, Instagram, etc.)
- Tadpoles App

- Special Events / Family Activities

- Publicity – Privacy Policy



Family Partnerships

Positively communicate with families, directors and teachers to promote consistency, unity and education.

Communication is key to a successful family-teacher-child relationship. We encourage open communication between families, teachers and directors. Some options for consistent communication and K-Prep include Daily Reports, a Family Information Center, regular Newsletters, emails, verbal conversations, formal and informal conferences.

Formal Conferences – Family & teacher conferences are offered twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development.

Informal Conversations – Our teachers will always do their best to speak with parents/guardians. Morning drop off and evening pick up can allow for moments of a quick conversation. Family members are welcome to also call or email during the day to check in on their child. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for a conference with your child's teacher. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Developmental Screening – K-Prep Learning Center uses the *Ages and Stages* Screening Tool. We monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, at times involving parents/guardians and the child's teacher. Developmental screening is conducted with written consent from the child's parent/guardian(s) at the child's 45 day at K-Prep and when they transition classrooms.

Open Door Policy – We are delighted to have family members participate in our program. Parents/Guardians and other individuals who are listed on your child's emergency contact form, are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants. Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times. Parents are to ring the doorbell at the front door and will be buzzed in by a staff member.

Parent Resource Area – Our parent resource area provides various articles, information packets and extra forms for parents.

Child's Name: _____

Birth Date: _____

Facility Name: K-Prep Learning Center

This report describes your child's growth and development in the context of the services provided by our facility. You are to receive this report about your child every six months. The areas of observation in each area align with Pennsylvania's Learning Standards for Early Childhood and Academic Standards for Third Grade and above.

Your child's strengths, as age appropriate, in the following areas are:

Physical (fine motor and gross motor):
Knowledge and Skills (approaches to learning, math, science and social studies):
Social Emotional (personal – social):
Communication, Language and Literacy:

The next developmental milestones, as age appropriate, we're working on are:

Physical (fine motor and gross motor):
Knowledge and Skills (approaches to learning, math, science and social studies):
Social Emotional (personal – social):
Communication, Language and Literacy:

You can help your child grow and develop, as age appropriate, at home by:

Physical (fine motor and gross motor):
Knowledge and Skills (approaches to learning, math, science and social studies):
Social Emotional (personal – social):
Communication, Language and Literacy:

Facility Person who completed this child's report: _____ This report was reviewed with and a copy given to the following parent/guardian:

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____



Types of Communication

We utilize a variety of different methods to ensure good communication. In addition to verbal communication and formal conferences, these are some of the tools K-Prep uses.

Email – K-Prep has a center email of info@k-prep.com. This email account is forwarded directly to an owner or director. Individual directors also have an email address to use for communication. Families are welcome at any time to email a director or owner to ask questions or raise concerns. We encourage you to provide an email address you use regularly so that we may send you announcements, event invitations, newsletters and general updates. An email address is also required to receive daily updates via Tadpoles.

Newsletters – Monthly newsletters provide center news, events, announcements, etc. These newsletters will be sent home each month, in your child's cubby, as well as accessible electronically.

Website – Our website is www.k-prep.com. The website contains information for new and current families.

Remind App – Remind is a text service application for smart phones and/or a text-only app. In order to receive messages from K-Prep, text [@fa4bad](https://www.remind.com) to 81010.

Social Media – K-Prep has a Facebook and Instagram page. Families can follow or like K-Prep to see activities and fun photos at the center.

Tadpoles App – This is a communication tool used daily by teachers and families. Information about a child's day is entered throughout the day by staff and a daily report is sent home via email or utilizing the app to family members. Family members may also update details about their child's night, or change their attendance for the day via Tadpoles.



tadpoles



remind

Owners Contact Information – Claire Crescenzi claire@k-prep.com – Ann Kritzer ann@k-prep.com

Director Contact Information – Kaitlyn Piro kaitlyn@k-prep.com

K-Prep Learning Center
3943 Columbia Avenue
Columbia, PA 17512
717-285-2711
www.k-prep.com



K-Prep Learning Center

3943 Columbia Avenue, Columbia, PA 17512 (717) 285-2711

K-Prep values communication and connection between teachers and families. In today's fast-paced society, it is hard to find a moment every day to talk with your child's teacher about how his or her day went. Paper daily reports are nice, but often they litter the floor of the car, don't make it out of the diaper bag or accidentally get left at school. We have instead moved to using an electronic app called *Tadpoles*.

At enrollment you wrote an email addresses on the emergency contact form for both mother and father. On your child's first day, you will receive information via email about your child from *Tadpoles*. You may receive an email from updates@tadpoles.com with a Daily Report for your child. . If you wish to create a parent account to access all past daily reports, you can set up a parent account on www.tadpoles.com . Please use the same email address we have on file at K-Prep, otherwise you will not be linked to your child's account. You can also download the app and send information to teachers and directors via the app.

In addition to the Daily Report, you may get photographs or small videos taken of your child throughout the day. Please know that you will only be able to download the photo if your child is the only recognizable child in the photograph. The daily report email may look something like this:

CHILD'S NAME

DAILY REPORT - NOV. 22, 2017



tadpoles

MEALS

AM Snack @ 8:48 AM - Cheerios

Lunch @ 12:19 PM - Milk, most of the
Corn, some of the Chicken nuggets

ACTIVITIES

Language

Letter hunt for review. A P J F N T

You are automatically signed up for *Tadpoles*, using the email K-Prep has on file. If you wish to change an email address, please send an email directly to claire@k-prep.com so the system can be updated.

Sign up for TEXT Updates from K-Prep Learning Center!

K-Prep will communicate special events information and schedule changes including weather delays & closings through Remind, a text service app. You do not need a smart phone to sign up, any phone that can receive text messages will work. You can also select email messages. On average, we may send 2-4 texts a month.

To sign up text **@fa4dab** to **81010**


Pick a way to receive messages for KPLC:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/fa4dab

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.




B If you don't have a smartphone, get text notifications.

Text the message @fa4dab to the number 81010.

If you're having trouble with 81010, try texting @fa4dab to (973) 786-3214.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/fa4dab on a desktop computer to sign up for email notifications.



Special Events / Family Activities

We have a number of events throughout the year that allow families an opportunity to connect with other families and become involved in their child's early education.

Preschool Back to School Night (September) – Take a few extra moments during pick-up time to participate in the Preschool Scavenger Hunt. Your child will be able to lead you around their classroom, show you some special areas and introduce you to their teachers.

Fall Field Day (October) – Join us for a day of fun activities at K-Prep. Families participate throughout the morning with their child in art, science and gross motor activities with a Fall theme!

Family Holiday Meal (November / December) – Celebrate the holiday season with your child, taking a moment to connect with their friends and families. Join us for a relaxing meal, holiday songs and stories and even some extra photo opportunities!

Special Friend Day (Valentine's Day) – Your child may invite an adult friend or family member (grandparent, aunt/uncle, neighbor) to school for a shared activity time. We'll have a craft to do together, toys to explore and snack to create and enjoy!

Easter Bunny Visit – The Easter Bunny comes for a special visit to celebrate the start of Spring! The Easter Bunny practices hopping with the students and shares the importance of exercise as the weather gets warmer!

End of Year Picnic & Graduation – An opportunity for our families to relax at the Mountville Community Park and celebrate a wonderful year of milestones achieved, new friendships created and learning while having fun. The highlight of this activity is the Graduation Ceremony for the students heading to Kindergarten in the Fall!

Privacy Policy – updated 6/2018

Protecting your private information is our priority. This Statement of Privacy applies to www.k-prep.com and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to K-Prep Learning Center include www.k-prep.com and K-Prep. By using the K-Prep website, you consent to the data practices described in this statement. The Privacy Policy applies regardless of the device used to access the K-Prep website.

Collection of Your Personal Information

K-Prep may collect personally identifiable information, such as your name, telephone number, and email address. If you purchase K-Prep's products and services, we collect billing and credit card information. This information is used to complete the purchase transaction and to prevent fraud. We may gather additional personal or non-personal information in the future.

Information about your computer hardware and software may be automatically collected by K-Prep. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used for the operation of the service, to maintain quality of the service, to detect and remedy problems with our server, and to provide general statistics regarding use of the K-Prep website.

K-Prep encourages you to review the privacy statements of websites you choose to link to from K-Prep so that you can understand how those websites collect, use and share your information. K-Prep is not responsible for the privacy statements or other content on websites outside of the K-Prep website.

Use of Your Personal Information

K-Prep collects and uses your personal information to operate its website(s) and deliver the services you have requested.

K-Prep may also use your personally identifiable information to inform you of other products or services available from K-Prep and its affiliates. K-Prep may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

K-Prep does not sell, rent or lease personally identifiable information regarding its customers to third parties.

K-Prep may share data with trusted partners to help perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to K-Prep, and they are required to maintain the confidentiality of your information.

K-Prep may keep track of the websites and pages our users visit within K-Prep in order to determine what K-Prep services are the most popular. This data is used to deliver customized content and advertising within K-Prep to customers whose behavior indicates that they are interested in a particular subject area.

K-Prep will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on K-Prep or the site; (b) protect and defend the rights or property of K-Prep; and, (c) act under exigent circumstances to protect the personal safety of users of K-Prep, or the public.

Use of Cookies

The K-Prep website uses "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize K-Prep pages, or register with K-Prep site or services, a cookie helps K-Prep to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same K-Prep website, the information you previously provided can be retrieved, so you can easily use the K-Prep features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the K-Prep services or websites you visit.

Wix

This website is created on Wix. If you have questions regarding how Wix uses data when you visit our partners' sites or apps, you should review Wix's privacy policy at this link:

<https://www.wix.com/about/privacy>

Security of your Personal Information

K-Prep uses commercially reasonable methods to secure your personal information from unauthorized access, use or disclosure.

Children Under Thirteen

K-Prep does not knowingly collect personally identifiable information from children under the age of thirteen. If you are under the age of thirteen, you must ask your parent or guardian for permission to use this website.

Opt-Out & Unsubscribe

We respect your privacy and give you an opportunity to opt-out of receiving announcements of certain information. Users may opt-out of

receiving any or all communications from K-Prep by contacting us here: 717-285-2711.

Changes to this Statement

K-Prep will occasionally update this Statement of Privacy to reflect company and customer feedback. K-Prep encourages you to periodically review this Statement to be informed of how K-Prep is protecting your information.

Contact Information

K-Prep welcomes your questions or comments regarding this Statement of Privacy. If you have questions or comments, please contact K-Prep at:

K-Prep Learning Center
3943 Columbia Ave Columbia, PA 17512

Email Address:
info@k-prep.com

Telephone Number:
717-285-2711

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