

Things to know for your visit to



<u>Center Contact Information:</u> 3943 Columbia Avenue, Columbia, PA 17512	717-285-2711	
Center Director	Employment/Intern Contact	Enrollment/Tuition Contact
Samantha Donley	Ann Kritzer	Claire Crescenzi
director@k-prep.com	ann@k-prep.com	claire@k-prep.com
717-285-2711 X100	717-285-2711 X202	717-285-2711 X201

Attire:

Please dress professionally and appropriately for working with young children, using good judgement. Dress should be conservative and not sloppy. All teachers in the classroom must display the K-Prep logo, either on their shirt or a smock. No tank tops or hoodie sweatshirts are allowed. Bottoms may include pants, skirts, shorts or capris that are long enough to reach your calf when kneeling. Bottoms must be worn above the hips and all shirts must be long enough to reach your pants so your mid-section is never seen.

*K-Prep logoed attire can be purchased through the link found on the K-Prep website.

Parking and Entrance:

Visitors should park in the front parking lot and come to the front door to enter. Regular staff members may also choose to park in the rear of the building and enter through the front or back doors. Please note that rear doors are locked at all times.

Personal Items:

Personal items may be kept in the cubbies in the staff lounge or on the hooks outside the classrooms. They should not be in the classroom where they would be accessible to the children. Staff and visitors are welcome to have water and/or beverages in the classroom if they have a spillproof lid.

Staff Lounge:

The staff lounge is available for all staff and visitors, including the fridge, freezer, microwave, coffee pot and snack items. Please label any food specific for you and be mindful to clean up after yourself. The adult bathroom is also located in the staff lounge.

Front Door Security:

The doors to the center are locked at all times. Visitors will buzz at the front door. Teachers can remotely unlock the door to allow access to recognizable families and staff. All unidentified visitors must present photo identification and be approved prior to entering. New teachers and non-employees should not unlock the door for anyone, unless instructed to do so by an authorized staff member.

Illness/Call-Out:

If staff need to call out for a shift, they should call 717-285-2711 X789 to report their absence. If a visitor is unable to attend for their assigned time, they can call the center directly.

Cell Phone Use:

Cell phones should not be used while in the classroom with children, for phone calls, taking photos, or social media. Staff and visitors should not post photos/videos/information on any students in care at the center on social media. Children's names or identifying information shall not be used in any publication with or without photos.