



K-Prep Learning Center

Encouraging Creativity, Independence
and Natural Curiosity

EMPLOYEE HANDBOOK

3943 Columbia Avenue
Columbia, PA 17512
(717)285-2711
www.k-prep.com

updated 5/2017

Contact Information:

Center	717-285-2711	info@k-prep.com
Ann	717-538-3855	ann@k-prep.com
Claire	717-808-0918	claire@k-prep.com

Operating Hours:

Monday-Friday 7am-6pm

Closed on the following holidays- Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday and Friday, Christmas Eve (closing at 1pm), Christmas Day through New Year's Day



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Table of Contents

K-Prep Mission and Center Goals

New Staff Information

Goal 1

Meet children's individual needs and create a special relationship with each family and with the community.

Goal 2

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

Goal 3

Allow children to be as independent as possible while remaining developmentally appropriate.

Goal 4

Foster creative thinking in children through modeling, encouragement and experience.

Goal 5

Allow children to explore their natural curiosity within reasonable limits.

Goal 6

Ensure that children follow the guidelines of the teacher/parent while respecting that authority.

Goal 7

Maintain a safe and healthy environment.

Evaluation and Training Information

Meeting Notes



Mission

At K-Prep Learning Center, we believe that it is crucial to create an environment where

all children are loved

and parents are comfortable to leave their children knowing they are loved and welcomed every day.

K-Prep is committed to educating families and teachers in appropriate early childhood practices.

We maintain high expectations while encouraging creativity, independence, natural curiosity and respect for authority in all children.



Goals

Center Goals are to encourage families and teachers to...

Meet children's individual needs and
create a special relationship with each family and with the community.

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

Allow children to be as independent as possible
while remaining developmentally appropriate.

Foster creative thinking in children
through modeling, encouragement and experience.

Allow children to explore their natural curiosity within reasonable limits.

Ensure that children follow the guidelines of the caregiver
while respecting that authority.

Maintain a safe and healthy environment.

