



**Hartwood
Learning
Center**

Learn... Play... Grow!

Parent Handbook

The Hartwood Learning Center, Inc.
3390 Saxonburg Boulevard
Glenshaw, PA 15116
412•767•5600

THE HARTWOOD LEARNING CENTER, Inc. is open Monday through Friday, 6:30 a.m. to 6:00 p.m. You are encouraged to visit your child at anytime. The center generally follows a daily schedule, which is designed to provide an educational experience at an early age. In addition, field trips are planned throughout the year to broaden your child's learning experience.

Center Information

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3390 Saxonburg Boulevard

Glenshaw, PA 15116

412-767-5600

Betsie Mozurak, *Owner/Director,*
Certified Elementary Teacher

THE HARTWOOD LEARNING CENTER, Inc. is licensed by the Department of Public Welfare. We provide care to children age 6 weeks to 5 years. The majority of children served by The Hartwood Learning Center are five years and younger. We offer pre-school programs within our child care.

Arrival and Departure

The center opens at 7:00 a.m. You are required to accompany your child into the building and be sure that the staff is aware of your arrival. It is your responsibility to put your child's belongings in the proper place.

The center closes at 6:00 p.m. There is a late fee of \$1.00 per minute after 6:00 p.m. Upon arriving at the center for departure, you are responsible for gathering your child's belongings and clothing.

In order to maintain a smooth operation, please be punctual in arrivals and departures. If you are planning on varying from your normal times, please inform the staff.

General Information

Attendance:	Please call if your child will not be in school.
Birthdays:	If you would like your child to celebrate, please feel free to send cookies, juice or any other food item.
Field Trips:	Look for dates in monthly calendar. Correct change only. No checks will be accepted.
Tuition:	Due by the first attending day of each month. All payments made after the fifth (5 th) day of each month are subject to a \$25.00 weekly late fee.
Late Dismissal:	One dollar per minute after 6:00 p.m.
Extra Days:	EXTRA DAYS ARE AN ADDITIONAL FEE OF \$35
Make-up Days:	No make-up days. Scheduled days can not be changed without a written agreement.
Dismissal:	A parent or designated adult must come into the center to get the child.
Release Policy:	A child will be released only to a parent or a designated individual written on the release sheet posted in the center. Written permission must be given if a child is to be released to anyone other than a parent.
Toys:	We will not be responsible for toys brought into the center.
Registration Fees:	There is a \$50.00 registration fee for child care programs.
Family Discount:	When two or more children from the same family are enrolled, there is a 10% discount off the oldest child's tuition. This applies to full-time enrollment only.
Dismissal Policy:	We reserve the right to drop a student for reasons of non cooperation, delinquent payment of fees or inability of the parent or child to adjust to the school programs or policies as determined by the director.

Health

The health of your child is one of our main concerns, so we ask that you keep your child home if he/she has any of the following symptoms:

- Temperature above 100°
- Rash
- Sore throat
- Vomiting
- Diarrhea
- Excessive Coughing

If your child develops any of the above symptoms while at the center, you will be called and asked to take the child home. This is required by State Law.

Medication

The State of Pennsylvania's health regulations require that members of staff shall not give medication to a child except under specific direction of a doctor. To administer medication to a child, the doctor's direction must be on the bottle and we must have your written permission. It is very important that you follow the procedure listed below if your child needs to have medication administered by the staff at The Hartwood Learning Center, Inc.

All medication must be placed in the medicine box or the refrigerator in your child's room. All medication must be signed in by the parent each day.

Nonprescription Medication

Must be signed in on the "Nonprescription Medication Sheet" with the appropriate instructions. The medication must be in the original container and be labeled with the child's name. There is no exception to labeling.

Head teachers are the only care givers who may administer medication. For your assurance, they will initial the sign in sheet after administering the medicine. You are encouraged to inspect these sheets daily.

Tuition and Fees

The Hartwood Learning Center, Inc. publishes a schedule of tuition and fees. You can obtain a copy, which is periodically revised, from the director. It is important to note that tuition and fees are non-refundable.

Registration Fee

Newly registered children are required to pay a fee of \$50.00. This payment will secure a place for the child.

Tuition

You will find a tuition schedule enclosed in your enrollment packet. Tuition will be due by the first day of each month. A weekly late fee of \$25.00 will apply to payments made after the 5th of the month. There is also a \$25.00 fee for returned checks.

Family Discounts

When two or more children are attending the center at the same time, the tuition of the oldest child will be reduced by 10%. At least two children must be enrolled full-time to qualify for the discount.

Holidays

Since holidays have been built into our yearly tuition, there will be no reduction of tuition for school holidays. A list of closed holidays is issued each September. There are no make-up days for holidays.

What Your Child Will Need

The student will need to bring a few things to the center. These items, which should be labeled or marked with the child's name, are:

- Lunch box
 - Thermos or juice box
 - Complete change of clothing
 - Paint shirt
 - Sleeping bag or blanket for naptime
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- Infants and toddlers will need diapers, wipes, formula (if needed), change of clothes