

Little Acorns Learning Center

Dear Parent/Guardian:

Thank you for enrolling your child (ren) at Little Acorns Learning Center! We are excited to care for and be a part of your child (ren)'s development.

Attached is the Little Acorns Learning Center (LALC) enrollment packet that is required by the center and Pennsylvania Code. We require that each parent/guardian have their completed packet(s) turned at least one week prior to your child's first day in attendance. Should you have any questions about any of the documents please direct them to Arlene McMahon (owner/director).

Please use the checkboxes below as a guide in ensuring you have completed all the appropriate paperwork.

- Agreement** – This form creates an agreement on fees (to be completed by LALC), inclusions and clarifies services arrival/departure times and parent/guardian designated child release. This form must be updated when there are changes and at least every 6 months.
- Emergency Contact/Parental Consent Form** – includes all pertinent information in regards to family, emergency contact person(s) and physician/medical care provider.
- Child Health Report** – This form is completed by parent/guardian and by your child's physician. We have a little wiggle room when turning in this form, but we do appreciate if possible to have the form turned in by the first day of attendance. Otherwise, your wiggle room is 30 days from enrollment.
- Getting to Know You Questionnaire** (All children except Infants)– The completed questionnaire helps the Little Acorns Learning Staff be better acquainted with your child needs.
- Permission to Administer** – Provides us with permission to administer general items as diaper cream, lotions, & insect repellents.
- Permission to Photograph** – Provides us with permission to document learning through pictures and/or use pictures in marketing of our facility.
- Infant Intake (For infants ONLY)** – This will provide us with information regarding your infant's schedule for feeding, napping and any other information that will assist us in taking care of your child.
- Ages & Stages Questionnaires** – These are developmental screening tools that we use to determine strengths and areas to plan for.
- Tuition Express** – We are proud at Little Acorns Learning Center to offer several ways to pay the enrollment fee (\$40) and program fee; using checks, secured credit card (Visa/Master Card), secured debit card and/or direct bank account draft. Please review the enclosed letter and complete the form specific to your choice of payment.
- Billing Statement** – Fees for the first two weeks of care are due prior to enrolling. Further charges are made on a pre—paid basis.
- Parent Handbook** – Includes Little Acorns Learning Center philosophies, policies and important information for parents and/or guardians. Please read and jot down any questions you may have to direct to Arlene.
- Parent Signature Sheet** – acknowledgement that you have read, understand and will follow our policies well as a request for a copy of your child's IEP/IFSP, if applicable.
- Parent Communication Tools** – We use Remind & Facebook to notify parents of closures and send reminders about events. In addition to this tool, we use HiMama to send pictures and messages directly from the classroom

Warmly,

Arlene McMahon

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