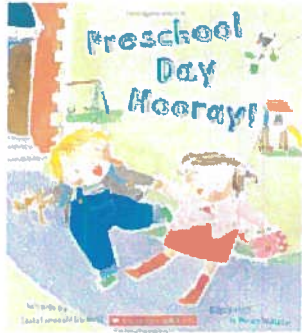
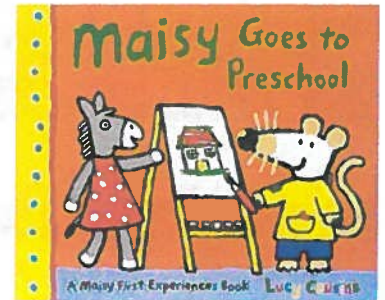




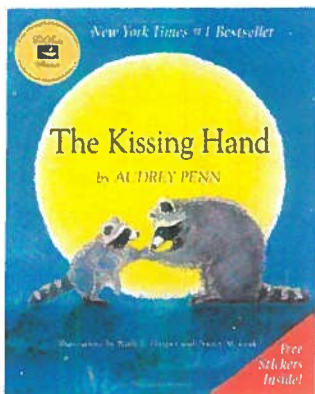
## Preparing Your Child for ELA



We will set up a visit prior to your child's first day at ELA. You and your child will come for one hour in the morning to explore his/her new environment and to meet the teachers. This is a great way for your child to explore his/her environment on their own without feeling overwhelmed. Establishing trust with the teachers enables children to become comfortable with the separation from their parents. The younger the child, the more intense the feeling. Encouraging children to participate fully in saying goodbye, hugging, kissing, crying, waving, and saying, "I'll miss you", are all ways of bringing feelings out in the open. Once in the open, they are easier to deal with. Parents should never sneak out. Just as it's important to let your child know that you are leaving, it is important to let them know that you will be back.



The suggestions below are to aid your child's adjustment to his/her first regular experience away from home. Also, pictured, are books such as, "[The Kissing Hand](#) by Audrey Penn," "[Preschool Day Hooray!](#) by Linda Leopolod Strauss," and "[Maisy Goes to Preschool](#) by Lucy Cousins" to read to them prior to his/her first day at ELA. We have one objective, which is to have your child enjoy school.



- Tell him/her what to expect—simply and in your own words; the teacher's name and that he/she is there every day to help him/her.
- Do not paint an extremely alluring or exaggerated picture of fun and joyous games.
- Do not drill her/him in advance and do not ask your child to be a "good boy" or "big girl." If she/he is upset, acknowledge the reality of her/his feelings.
- The parent is encouraged to act relaxed, cheerful, and unconcerned in these first days at school. Your child is very perceptive of your feelings and senses if you are anxious about his reactions to school.



Early Learning Academy

398 F Street, Colma, CA 94014

Web: [www.EarlyLearningAcademy.org](http://www.EarlyLearningAcademy.org) \* Telephone: (650) 755-8440 \* Fax: (650) 755-9472

Remember, each child is different. Some children are happy and well-adjusted at school after three minutes and for others it can take three months. If your child adjusts immediately-consider yourself lucky. If not, don't worry. Many children take several months until the transition is complete. If you are at all concerned, speak to your child's teacher, and see if there is anything that seems to be bothering your child at school. Rest assured, the day will come, eventually, when your child will run into school with barely a glance backwards, looking forward to the exciting day ahead!



Each child is given a personal cubby to use during the year. These cubbies are placed at the child's level and they hold lunches and extra clothing and jackets. The use of the cubbies encourages the children's sense of responsibility and independence.



On the first day of school, we ask that you bring along **extra changes of clothing** (labeled with your child's name): pants, shirts, underwear, and socks. These should be washable and easy to put on. You will need to check these items throughout the year to ensure that they still fit and are season appropriate.



Your child will also need **2 child-size** blankets for nap/quiet time. During the hours of 12:00 PM and 2:30 PM, all classrooms lights are dimmed, soft music is played, and teachers read appropriate books. This is considered our rest time and all children must rest their bodies to re-energize for an exciting afternoon.



Early Learning Academy

398 F Street, Colma, CA 94014

Web: [www.EarlyLearningAcademy.org](http://www.EarlyLearningAcademy.org) \* Telephone: (650) 755-8440 \* Fax: (650) 755-9472

# FOOD for THOUGHT

Hello Parents/Guardians:

We understand mornings can be hectic.

At ELA we will try to be as flexible as we can to help ease the mornings for our families. However, it should be noted your child has had their breakfast upon drop off in the mornings, this is due to safety reasons. A teacher needs to be present and at hands reach at all times while children are eating in school; this can be difficult when the teachers are greeting parents in the mornings.



All children will receive a mid-morning snack at 9 AM. We can then serve any remaining breakfasts foods at that time. Please let your child's teacher know if you would like to supplement your child's morning snack.

Snack menus are posted on the website and on the parent board. PLEASE let us know if your child has any ALLERGIES.

Lunch time is one our busiest time of the day! All children who are in enrolled full time MUST have a lunch. Please provide a SMALL lunchbox for your child, clearly marked with their first and last name. We recommend choosing healthy foods that are easy to serve to speed the serving process. Foods wrapped in foil, baggies, or waxed paper "opens" more easily than Saran Wrap. We request non-heatable foods, so your child can enjoy their lunch sooner, but we do have access to microwave ovens if food needs warming.



Children like feeding themselves, but we are concerned about children choking on foods while eating in a group setting. Apples, grapes, bananas, and pears can be cut and dipped in lemon or pineapple juice to prevent them from discoloring.

We do not throw any foods away. Uneaten foods in your child's lunchbox will be offered again during PM snack, this way you can see what your child has or has not eaten. It may also be a great snack for the ride home!

Remember small amounts of a variety of foods will entertain your child and reduce the amount of uneaten food.

Feel free to write notes to your children and place in their lunch boxes, or add stickers; kids love this!!

We thank you for your continued support.



Early Learning Academy



## ELA EMERGENCY CONTACT INFORMATION

**Please write clearly.**

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Home Address: \_\_\_\_\_

1.) Parent/Guardian: \_\_\_\_\_

Telephone No: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Contact person at work \_\_\_\_\_

2.) Parent/Guardian: \_\_\_\_\_

Telephone No: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Contact person at work \_\_\_\_\_

Emergency Contacts (when attempts to reach parents are not successful and who may pick child up)

Name#1: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Name#2: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Name#3: \_\_\_\_\_ Telephone No. \_\_\_\_\_

We must have written permission for anyone other than parent/guardian to pick child up from the center. Person's Authorized to pick up child:

Name#1: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Name#2: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Name#3: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Child's Health Insurance Name of Insurance & Policy No. \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

Hospital to take child in case of an emergency: \_\_\_\_\_

**\*Please see reverse side for continuation.\***

**Early Learning Academy**

**398 F Street, Colma, CA 94014**

Web: [www.EarlyLearningAcademy.org](http://www.EarlyLearningAcademy.org) \* Telephone: (650) 755-8440 \* Facsimile: (650) 755-9472

**Continued... ELA EMERGENCY CONTACT INFORMATION**

Dentist's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Special Conditions, Disabilities, Allergies, or Medical Information for Emergency Situations:

\_\_\_\_\_  
\_\_\_\_\_

Parent/Legal Guardian Consent and Agreement for Emergencies As parent/legal guardian, I give consent to have my child receive first aid by facility staff, and, if necessary, be transported to receive emergency care. I understand that I will be responsible for all charges not covered by insurance. I agree to review and update this information whenever a change occurs and at least once a year.

Date: \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

The following will be completed if an emergency circumstance exists:

Student released to: \_\_\_\_\_ Phone No. \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Signature: \_\_\_\_\_

**Early Learning Academy**

**398 F Street, Colma, CA 94014**

Web: [www.EarlyLearningAcademy.org](http://www.EarlyLearningAcademy.org) \* Telephone: (650) 755-8440 \* Facsimile: (650) 755-9472



## SUNSCREEN PERMISSION FORM

As the parent/guardian of \_\_\_\_\_,  
I recognize that too much exposure to UV rays may increase my child's risk of getting skin cancer someday. Therefore, I give permission for the staff at Early Learning Academy Preschool to apply a sunscreen product which is broad spectrum SPF 15 or higher to my child, when they will be playing outside, especially during the spring and summer months between the daily time of 10 AM and 4 PM. I understand that sunscreen may be applied to exposed skin, including but not limited to the face (except eyelids), tops of ears, nose, shoulders, arms and legs.

**NOTE: DO NOT RELY ON SUNSCREEN ALONE TO PROTECT CHILDREN FROM SKIN CANCER!**  
For more information on preventions visit [http://www.cdc.gov/cancer/skin/basic\\_info/prevention.htm](http://www.cdc.gov/cancer/skin/basic_info/prevention.htm)

I give Early Learning Academy permission to apply sunscreen to my child as stated above.

I give Early Learning Academy permission to apply the sunscreen I have provided and

labeled with my child's name: \_\_\_\_\_  
(Sunscreen Brand)

For medical or other reasons, please do NOT apply sunscreen to the following areas of my child's body:

\_\_\_\_\_

Child's Name:

\_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Early Learning Academy

398 F Street, Colma, CA 94014

Web: [www.EarlyLearningAcademy.org](http://www.EarlyLearningAcademy.org) \* Telephone: (650) 755-8440 \* Facsimile: (650) 755-9472



## Photo Release Form

I hereby give Early Learning Academy (Pinnacle Schools LLC) and its representatives and employees the right to take photographs/film my child with the above-identified subject. Early Learning Academy (Pinnacle Schools LLC), its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that Early Learning Academy (Pinnacle Schools LLC) may use such photographs of my child with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

I have read and understand the above:

Child's name

---

Date: \_\_\_\_\_

Signature

Parent/Guardian

Yes, my child may be photographed


No, my child may NOT be photographed

Early Learning Academy  
398 F Street, Colma, CA 94014

Web: [www.EarlyLearningAcademy.org](http://www.EarlyLearningAcademy.org) \* Telephone: (650) 755-8440 \* Facsimile: (650) 755-9472

# ELA PARENT CLUB

**STAY INFORMED**



**The Parent Club would like to keep you informed of all the exciting activities planned for ELA.**

All you have need to do is complete the bottom of this form and return it to school or simply send Ms. House an your email.

We will send you information to keep you informed. It's that easy!

Parent \_\_\_\_\_

Child \_\_\_\_\_

Phone \_\_\_\_\_

Parent 1 Email \_\_\_\_\_

Parent 2 Email \_\_\_\_\_



Some events include...



**Birthday's**

**Friendship/Valentine's Day**

**Spring Carnival**

**Week of the Young Child**

**Mother's Day**

**Breakfast**

**Father's Day**

**Breakfast**

**Thanksgiving Soup**

**Holiday Program**

## EARLY LEARNING ACADEMY

398 F Street  
Colma, CA 94014

650 755-8440

[Earlylearningacademy.org](http://Earlylearningacademy.org)

M-F 7 AM – 6 PM



# Early Learning Academy Preschool

## 2017-18 Tuition Direct Debit Authorization Form

I hereby authorize Pinnacle Schools LLC, dba Early Learning Academy, to debit 2017-2018 Tuition payments to which I have agreed in the **Payment Agreement** directly from the Account indicated below. I also authorize, if necessary, any credit entries and adjustments for direct debit errors. I understand that this authorization may be terminated by either me or by Pinnacle Schools upon 14 days written notice.

**Attach a voided check and return to the school office.**

Name of Student \_\_\_\_\_

Name of Bank \_\_\_\_\_ Branch / City \_\_\_\_\_

Account No. \_\_\_\_\_ Transit (ABA) Routing No. \_\_\_\_\_

I want the direct debit to come from my  Savings  Checking account.

Parent/ Guardian [Account Holder] Name \_\_\_\_\_

Parent/ Guardian Signature \_\_\_\_\_ Dated \_\_\_\_\_

All written communication with Early Learning Academy related to this authorization should be directed to:

Pinnacle Schools, LLC  
P.O. Box 636  
Salt Lake City, UT 84110  
(801) 359-2000

**ATTACH A VOIDED CHECK HERE**

[A deposit slip is not acceptable]



# Early Learning Academy

## School Holidays & Closures

2017

2018

<b>New Year's Day (Observance)</b> January 2, 2017	<b>New Year's Day</b> January 1, 2018
<b>Martin L. King, Jr. Day</b> Monday, January 16, 2017	<b>Martin L. King, Jr. Day</b> Monday, January 15, 2018
<b>Staff Development Day</b> Friday, February 17, 2017	<b>Staff Development Day</b> Friday, February 16, 2018
<b>President's Day</b> Monday, February 20, 2017	<b>President's Day</b> Monday, February 19, 2018
<b>Memorial Day</b> Monday, May 29, 2017	<b>Memorial Day</b> Monday, May 28, 2018
<b>Independence Day</b> Tuesday, July 4, 2017	<b>Independence Day</b> Wednesday, July 4, 2018
<b>Get Ready Days</b> Monday, July 31 <sup>st</sup> , 2017 Tuesday, August 1 <sup>st</sup> , 2017	<b>Get Ready Days</b> Monday, July 30, 2018 Tuesday, July 31, 2018
<b>Labor Day</b> Monday, Sept. 5, 2017	<b>Labor Day</b> Monday, Sept. 3, 2018
<b>Staff Development Day</b> Friday, November 10, 2017	<b>Staff Development Day</b> Monday, November 12, 2018
<b>Thanksgiving Recess</b> Thursday, November 24, 2017 Friday, November 25, 2017	<b>Thanksgiving Recess</b> Thursday, November 22, 2018 Friday, November 23, 2018
<b>Winter Break</b> Friday, December 23, 2017 Monday, December 25, 2017 Tuesday, December 26, 2017 Wednesday, December 27, 2017 Thursday, December 28, 2017 Friday, December 29, 2017	<b>Winter Break</b> Monday, December 25, 2018 Tuesday, December 26, 2018 Wednesday, December 27, 2018 Thursday, December 28, 2018 Friday, December 29, 2018 Monday, December 31, 2018