



PRESCHOOL SOLUTIONS  
 PO Box 293, 1406 Kings Highway  
 Sugar Loaf, NY 10981  
 845-827-5360

REGISTRATION FORM  
 2020-2021 School Year

Child's name and nickname (if applicable): \_\_\_\_\_

Date of birth: \_\_\_\_\_

Gender: M F

**Please circle your desired program(s):**

**2s Program - Temporarily Unavailable**

**9:30 – 11:45 am**

Monday/Wednesday - **\$245 per month**

Tuesday/ Thursday - **\$245 per month**

or choose all 4 days - **\$490 per month**

**3s Program - 9:30 am – 12:15 pm**

Monday thru Friday - **\$415 per month\***

Monday/Wednesday/Friday - **\$270 per month\***

Tuesday/ Thursday - **\$205 per month\***

**4s Program- 9:15 am – 11:45 pm**

Monday thru Friday - **\$400 per month\***

Monday/Wednesday/Friday - **\$255 per month\***

**Lunch Bunch 3s & 4s Afternoon  
 Enrichment Program**

Offered Monday, Wednesday, and Friday.  
 Choose one, two, or all three days!

Monday/Wednesday/Friday  
 please circle your choice(s)

- 1 day adds \$90 to monthly tuition
- 2 days add \$180 to monthly tuition
- 3 days add \$270 to monthly tuition

**See flyer for program details**

*\*Tuition for remote learning will be 25% of the regular monthly tuition*

**OFFICE USE ONLY:**

Rec'd by: \_\_\_\_\_ Reg. fee: \$70 (circle one) Cash/Check/CC Auth or check #: \_\_\_\_\_ Date: \_\_\_\_\_

June Tuition Amt: \$\_\_\_\_\_ (circle one) Cash/Check/CC Auth or check #: \_\_\_\_\_ Date: \_\_\_\_\_

Programs selected/notes:

Credit Card left on file Exp. Date: \_\_\_\_\_ Sec. Code: \_\_\_\_\_

Allergies or dietary restrictions: \_\_\_\_\_

Child's physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Childhood illnesses/diseases/medications taken regularly: \_\_\_\_\_

Child lives with: (names) \_\_\_\_\_

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

Primary phone: \_\_\_\_\_ Secondary phone: \_\_\_\_\_

Email for newsletter and updates: \_\_\_\_\_

School District: \_\_\_\_\_

Emergency contacts and adults authorized to pick up your child (other than parents):

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Driver's license on file

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Driver's license on file

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Driver's license on file

Is there anyone who should **NOT** be picking up your child? (please be specific):

I authorize Preschool Solutions to obtain emergency treatment for my child if I cannot be contacted immediately. \_\_\_\_\_

Initial

I understand tuition is due regardless of my child's absence, vacations, holidays, or emergency closings. \_\_\_\_\_

Initial

I accept full responsibility for my child's transportation, including off-site field trips. \_\_\_\_\_

Initial

I give permission for my child to be photographed and photographs may be used for:  
(initial all that apply) Website \_\_\_ Advertising \_\_\_ Bulletin board \_\_\_ Newspaper \_\_\_

I have read and understand the policies.

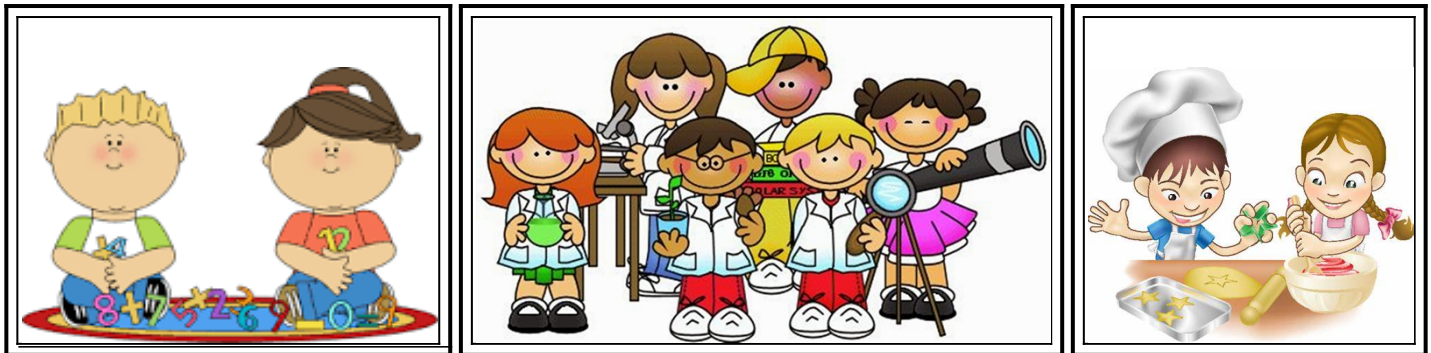
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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Join us for  
**LUNCH BUNCH**  
Open to any child in the 3 – 4 year old program



Offered M/W/F (choose 1, 2, or all 3 days)  
4s class runs 11:45 am – 2:15 pm  
3s class runs 12:00 pm - 2:30 pm

**Monday:** Have fun with math manipulatives and learn patterns, shapes, 1:1 correspondence, weights, graphing, sequencing, and numbers.

**Wednesday:** Learn about weather, geography, dinosaurs, fossils, physics, chemistry, and watch your child's love of science explode!

**Friday:** The end of the week will be filled with fun as students play games or create healthy snacks. On game days, participation in movement-based activities will help develop important gross motor skills. Incorporating physical activity into our preschooler's day can create long-lasting good health, increase confidence, and help release stress and anxiety. On cooking days, our little chefs will learn to measure, mix, and prep simple healthy snacks. (Please make us aware of any special dietary needs before registration. Many can be accommodated.)

We incorporate reading, writing, fine motor development and movement activities daily.

*Information we can share with the classroom teacher*

Child's name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Is your child potty trained? \_\_\_\_\_

Is this your child's first experience away from you? \_\_\_\_\_

Does your child have any fears we should know about? \_\_\_\_\_

What is the best way to comfort your child? \_\_\_\_\_

Are there any activities that make your child uncomfortable? \_\_\_\_\_

What toys/activities does your child love? \_\_\_\_\_

What would you like your child to gain from this preschool experience? \_\_\_\_\_

Do you have any concerns that you would like us to know about? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PRESCHOOL SOLUTIONS POLICIES



*Please note that our policies have been updated to include new procedures implemented for the post coronavirus environment.*

**Registration:** To complete registration, we must have a registration form, registration fee, last month's tuition, and medical statement. Medical statements are summary of a well visit doctor's appointment that includes child's immunizations, test results, allergies, medications, special diets, and any other medical information you would like us to know about your child. Medical statements expire every year and must be resubmitted every school year. Please remember to notify us if your contact information changes during the school year. While the registration fee is non-refundable, should you need to unenroll, tuition paid at registration is refundable through July 31<sup>st</sup> of 2020. After July 31<sup>st</sup>, the last month's tuition, paid at registration to hold your child's spot in one of our classes, is nonrefundable.

**Registration and Tuition payments:** Payments can be made by cash, check, or credit card. As noted in the registration section, the last month's tuition and registration fee are due at registration. September's tuition is due as soon as classes start. Each month thereafter, tuition is due by the 1st. Checks should be made out to Preschool Solutions (PSS). Please note that a \$20 late fee will be added to any payment received after the 8th of the month.

***Convenience Fee Notice:** Cash or check are the preferred methods of payment; however, credit cards are accepted your convenience. If you opt to pay by credit card, you will be charged a \$4.50 convenience fee for each transaction. This fee will be added to the total tuition. Please note you may pay by cash or by check without incurring a convenience fee.*

Regardless of your preferred method of payment, we ask that you leave a credit card on file with the office. The credit card may be used to process tuition late payments or if the school is forced to shut down and we pivot to remote learning. Please note your credit card will NOT be charged without notification.

**Remote learning:** We prefer in-person learning for our preschoolers and will make every effort, and take every precaution, to remain open. However, if we find ourselves in a government

mandated shut down again, our teachers will pivot to remote learning. Each lead teacher has developed their own plan designed to keep the students learning, while maintaining social and emotional connections. The remote learning instruction will include fine and gross motor activities, yoga with Miss Laura, and most importantly guided fun with classmates and teachers.

Based on daily guidelines for how long we can reasonably expect preschoolers to remotely engage at one sitting, our remote learning plans will require no more than 60 minutes per day. The tuition for remote learning is 25% of your regular tuition.

**Drop off:** As you enter our parking lot, a line will form alongside the railroad tracks, around the garden circle and up to the front door. The first car will stop just past the front entranceway with each consecutive car lining up behind it.

The classroom assistants will come out 5 minutes prior to the start of class to escort your child from your car to their classroom. To aid the drop off procedure, if possible, please position your child's car seat on the passenger side of the car, pull up closely behind the car in front of you, help your child unbuckle, and say morning goodbyes prior to arriving at the front door. If you are unable to unbuckle your child and he/she will require unbuckling assistance from us, all passengers in the vehicle must be wearing face coverings.

Before your child exits the vehicle, the classroom assistant will scan your child's forehead or wrist to check for fever. If a reading of 100 °F (38°C) is returned, we will ask that you pull forward into a parking spot to a recheck after the car line has diminished. A child with readings of 100 °F (38°C) will be unable attend school that day and we ask that the child not return until they are fever free for 36 hours.

After your child, had exited your car, be sure to pull forward and out of the parking lot so the next parent may pull up.

In order to minimize arrival traffic, each grade has been assigned a drop off time slot. The designated slots are:

4s – 9:10

3s – 9:25

To ensure the car line does not spill out onto the highway, and the teachers are ready for their students, we ask the 3s class arrive no earlier than 9:20. Any child arriving after drop off will need to be walked to the front door.

**Pick up:** We ask that all parents/caregivers be onsite and ready to pick up their child when preschool school fun ends. Pick-up times are:

4s - 11:45 am

3s - 12:15pm

In order to minimize large gatherings, parents will now pick their children up in our car pick up line. Every child will be given two (2) car window signs with the child's name and teacher. The sign should be displayed on the front passenger window during pick up.

Please stay in your vehicle. Children will be put in the car by our staff. Your child **MUST** enter your vehicle on the passenger side. Please pull forward into a parking space to ensure your child is safely buckled in.

Whether at pick up or drop off, we ask that you remain alert, exercise caution, and yield to pedestrians in the parking lot.

Under no circumstances will a child be released to an individual who we are not familiar with and are not on the authorized pick up list. Prior to the start of school, we will need a copy of the drivers' licenses for each person on your authorized pick up list. Not only will this help us familiarize ourselves with those you've authorized for pick up, but it should also help us move through the car pick-up process more smoothly. Parents must provide a note if someone other than an authorized person is picking up. That person must have ID.

**Late Pick Up:** There will be a five (5) minute pick-up grace period. Parents arriving after the grace period will be asked to sign their child out and pay a late fee. Each teacher will have a sign out sheet and document the child's name and pick-up time. The teacher will ask for the signature of the parent/caregiver and calculate the late fee. The late fee is \$10 for the first 10 minutes (after the grace period), and \$1 per minute for each minute thereafter. We request that late fees are paid in cash at pick up. Late fees not paid in cash at pick up will be added to the student's tuition account.

**Locked Doors:** To ensure security to your children, we lock the classroom doors from inside the classrooms. Our front door is locked during school hours except during drop off and pick up. During the hours the building is locked you must be buzzed in by our staff. Please be prepared to discuss the reason for your visit and to show ID if it's requested. Additionally, our teachers and staff are on a county wide email notification system, but please feel free to contact us if you receive emergency information.

**Toileting:** We require that all PSS students enrolled in our 3s and 4s program are potty-trained prior to attendance and we ask that newly potty-trained students be sent to class in pull-ups.

**Backpacks:** Backpacks no smaller than 12 x 15 are suggested, but we ask that you minimize what your child brings to school. Toys from home are prohibited.

**Clothing:** Please send your child in comfortable, casual clothing as the curriculum is movement based and spills and accidents sometimes happen. Socks should be worn. Shoes should be easy for the child to put on independently. Velcro is ideal. Our classes will be utilizing our outdoor space as often as possible. Please have your child wear clothing that can be worn outside. We ask that you provide a seasonal change of clothing that can be left at school. Clothes provided during the colder months should include a knit hat and gloves/mittens.

**Slippers:** We ask all children to remove their shoes and wear slippers throughout the day throughout the building. Slippers should remain at school.

**Snack:** Please keep in mind that Preschool Solutions is a **PEANUT FREE ZONE**. For morning class please send your child in with a healthy snack and water or juice daily. On days that your child may attend the Lunch Bunch program, please send them with lunch as well. We strongly encourage foods that support organization such as cut up veggies, fruit, whole grain granola bars, cheese and crackers. If your child has any allergies, please notify staff immediately. PLEASE: No soda or candy bars. No glass bottles or containers. No meals that require heating.

**Birthdays:** Celebrations of birthdays and half birthdays may be arranged in advance with your child's teacher. Birthdays are celebrated for the class only. Fell free to send in a peanut-free snack to share with classmates.

**Fundraisers:** Preschool Solutions organizes three to five fundraisers throughout the year. Fundraising has now become an integral part of our efforts to keep tuition reasonable and will be announced throughout the year. We appreciate your participation in our efforts and welcome family ideas and support.



**Donations:** We are always grateful when our families donate gently used toys and books to the school, but we don't always have an immediate need for them or even room to store them. So, we are excited our partnership with *Back on the Rack*, a consignment shop located on Route 17M in Monroe. *Back on the Rack* will accept your donations and then resell the gently used items to the community at a discounted price. Any funds earned from the sales will be donated back to Preschool Solutions. In addition to toys and books, *Back on the Rack* also accepts gently used women's and children's clothing and shoes. For more specific details about how drop off, please see the *Back on the Rack* Facebook page. And don't forget to label your items with, or mention, the Preschool Solutions account at drop off.

**Storm closings:** We follow the Warwick School District for closings due to inclement weather. We will let you know where to listen for closure information. In the event snow starts during school hours, we will contact you with emergency closing information.

Remember:

2 hour delayed opening due to snow: Classes start at 10:30 am.

3 hour delayed opening due to snow: No morning classes.

Early dismissal due to snow: No PM classes.

**Health:** We all want to stay healthy, so please keep your child home if he/she is experiencing:

1. Fever, diarrhea, or vomiting within 36 hours
  2. Conjunctivitis (child must be on medicine 36 hours before returning to class)
  3. Active signs of illness including uncontrolled coughing or sneezing, difficulty breathing, lethargy.
- Parents are responsible for taking their child's temperature before school each day. Temperatures should be taken whether or not symptoms of illness are present. Average **normal** body **temperature** is generally accepted as 98.6°F (37°C). A **temperature** at or over 100 °F (38°C) most often means you have a fever caused by an infection or illness. We ask that a child with a temperature reading of 100.4 or above is kept home from school for at least 36 hours.
  - We reserve the right to take a child's temperature upon entering the building. A child with a temperature of 100 °F or higher will not be admitted to the classroom.
  - Since household illness transmission can be high, we ask that children living in a household with parents/siblings showing active signs of illness be kept home from school, even if symptoms are not yet present.

If your child exhibits any signs of illness during class, we will contact you immediately to bring your child home. We must have on record the name and number of someone who is available to pick up your child if you cannot. They must bring a picture ID.

At this time, we are not requiring that children wear face coverings. However, to comply with CDC guidelines, PSS will be responsible to the following safety measures:

- All children will begin the day with either hand washing or hand sanitizing.
- Adults will wear face coverings.
- Disinfecting and cleaning will be performed throughout the day by your classroom staff as well as fulfilled by a staff member designated specifically for this job.
- Utilize open rooms within the building, reducing the number of children in spaces
- Utilize outdoor spaces more frequently

**Attendance:** Please notify staff at 845-827-5360, or your classroom teacher directly, if your child will be absent. We will supply you a calendar with holidays and days off at the beginning of the school year.

If your child is not in class, but well enough to engage in some classroom activities, your child may still participate through our zoom application. This application will be available to every family, every day. This is to ensure your child remains connected to his/her class while maintaining the safety of all. The identification number and password will be made available from your teacher.



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I have read and understand the all policies.

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Preschool Solutions Student

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Parent/Guardian Signature

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Parent/Guardian Signature

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Date



(Addendum to Health Policies/Procedures)

## Preschool Solutions Tuition Agreement/Contract

### COVID Pandemic or Other Public Health Emergency Facility Shut Down

In the Spring of 2020, in an attempt to slow the spread of the emerging COVID-19 virus, businesses closed and area schools found it necessary to move to online learning. The pandemic was unforeseen and challenging. It created obstacles for our families, children, teachers, and the community, but with the challenges came perseverance and creativity. We were driven by the desire to create a sense of normalcy for our students. From virtual yoga to zoom calls, to story time, each Preschool Solutions teacher developed a remote learning and communications plan that worked for their age level.

The well-being, socialization, and education of our students are always our priorities. And while we certainly feel in-person learning is best at this level, in the event of another extended school shutdown, Preschool Solutions is equipped to continue to educate your preschooler. With our support they will stay engaged and connected to their teachers and their peers, during a period where their social and developmental growth is so important.

The tuition for remote learning will be 25% of your regular monthly tuition and is due on the 5<sup>th</sup> of each month while we remain closed. Signing this agreement confirms that you are aware of the partial tuition charged if Preschool Solutions is closed to a COVID-19 resurgence or other public health emergency.

We are collectively experiencing the impact of COVID-19 and I want to thank all of our families for their continued support.

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Preschool Solutions Student

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Parent/Guardian Signature

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Date