



PRESCHOOL SOLUTIONS
 PO Box 293, 1406 Kings Highway
 Sugar Loaf, NY 10981
 845-827-5360/845-827-5361(fax)
 pssolution@optimum.net

2023 - 2024 School Year Registration Form

Child's name: _____

Gender: M F

Date of birth: _____

Please circle your desired program(s):

2s Program - 9:30 – 12:00 pm

Tuesday/Thursday - **\$295 per month**

3s Program - 9:30 am – 12:00 pm

Monday thru Friday - **\$465 per month**

Monday/Wednesday/Friday - **\$315 per month**

Tuesday/ Thursday - **\$255 per month**

4s Program- 9:15 am – 11:45 pm

Monday thru Friday - **\$445 per month**

Monday/Wednesday/Friday - **\$300 per month**

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

Offered Monday, Wednesday, and Friday.

Choose one, two, or all three days!

1 day per week adds \$110 to monthly tuition

2 days per week adds \$220 to monthly tuition

3 days per week adds \$330 to monthly tuition

Monday/Wednesday/Friday

please circle your choice(s)

See flyer for program details

SNAPSHOT: Allergies or dietary restrictions: _____

Illnesses/diseases/medications taken regularly: _____

Child's physician: _____ Phone: _____

OFFICE USE ONLY:

Reg. fee: \$85 Cash/Check/CC cc auth #/check #: _____ Date: _____ Rec'd by: _____

AM Activity fee: \$100 Cash/Check/CC cc auth #/check #: _____ Date: _____ Rec'd by: _____

LB Activity fee: \$30/class Cash/Check/CC cc auth #/check #: _____ Date: _____ Rec'd by: _____

June Tuition Collected: \$ _____ Cash/Check/CC cc auth #/check #: _____ Date: _____ Rec'd by: _____

Notes:

Child lives with: (names) _____

Address: _____

Primary phone: _____ Secondary phone: _____

Email for newsletter and updates: _____

School District: _____

Does your child receive Early Intervention or Preschool Services? _____

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? (be specific):

Please remember to notify us if your contact information changes during the school year.

Please initial:

The preschool may obtain emergency treatment if I cannot be contacted immediately. _____

Tuition is due regardless of absences, vacations, holidays, or emergency closings. _____

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

My child may be photographed and photographs may be used for: (initial all that apply)

Website ___ Local print advertising ___ Facebook ___ Internal Bulletin Boards ___

I have read and understand the policies.

Signature

Date



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ALLERGY PLAN

Please complete the following Allergy information for your preschooler:

Child's Name: _____ Date of Birth: _____

Parent/Guardian: _____ Phone # _____

Emergency Information: _____

choose one

To date my child has no known allergies: _____ (parent sign)

Please use the treatment plan(s) below: _____ (parent sign)

Allergic to: _____

Treatment plan: _____

Allergic to: _____

Treatment plan: _____

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? _____

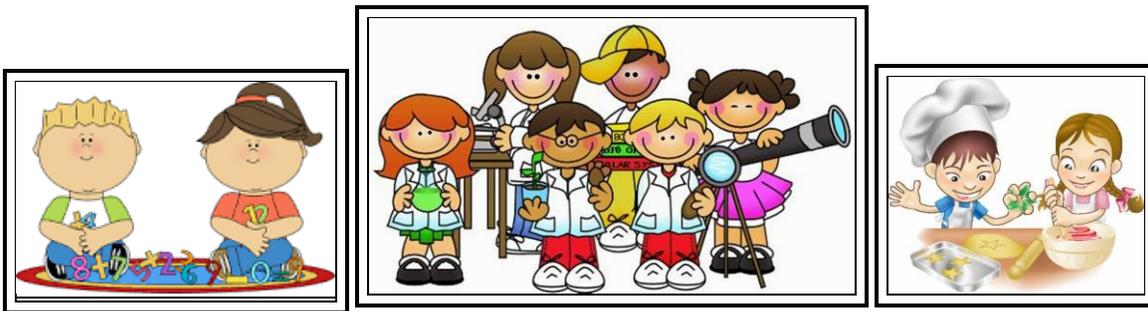
Signature

Date



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



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: Friday's are filled with fun as students play games or create healthy snacks. On game days, movement-based activities help develop important gross motor skills. Incorporating physical activity creates long-lasting good health, increases confidence, and helps release stress and anxiety. On cooking days, little chefs will measure, mix, and prep simple healthy snacks. (Please make us aware of any special dietary needs before registration.)

Reading, writing, fine motor development, and movement activities incorporated daily.

Lunch Bunch tuition and activity fees are based on the number of registration days:

- 1 day per week adds \$110 to monthly tuition, plus a one-time \$30 activity fee at program registration
- 2 days per week adds \$220 to monthly tuition, plus a one-time \$60 activity fee at program registration
- 3 days per week adds \$330 to monthly tuition, plus a one-time \$90 activity fee at program registration



PRESCHOOL SOLUTIONS POLICIES

Registration: Preschool Solutions offers registration beginning in January for the Fall school year. Knowing how many students we are expecting allows us to make informed staffing decisions and organize activities. Registration is offered year-round and available until the program fills.

To complete registration, we must have the:

1. registration form
2. registration fee
3. activity/supplies fee
4. one month's tuition
5. medical statement

Registration Form: The preschool registration form is a document containing important information about our students and their families. It's vital that parents keep registration information up-to-date. Please make us aware of address and phone number changes, updates to authorized pick-up persons, changes in medical conditions, etc. A new registration form must be completed each school year.

Registration Fee, Morning Programs: The registration fee for the morning programs for the 2023-24 school year is \$85 and is non-refundable. The program registration fee is invested back into the school and covers items such as curriculum materials, facility maintenance, and teacher training. Most importantly, the registration fee gives our parents confidence that their preschooler's spot in their favorite preschool is reserved.

Activity/Supplies Fee, Morning Programs: Beginning in the 2022-2023 school year, parents will make a one-time, \$100.00 activity/supply fee per student at the time of enrollment. This fee will replace the need for most fundraisers and will be used to cover the cost of student activities such as in-school apple picking, pumpkin picking and the winter walk. Additionally, this upfront fee eliminates the need to ask parents for classroom materials and supplies. Collecting this fee upfront enables teachers to purchase these items as they are needed. Not only will this help us make the best use of space, but

it alleviates some the hecticness families feel as they prepare their children for back to school.

Activity/Supplies Fee, Lunch Bunch: Registration for our Lunch Bunch enrichment program is offered year-round and available until the program fills. The program runs on Monday, Wednesday, and Friday afternoons. The Lunch Bunch activity fee is based on the number of days per week the preschooler is registered for. It is a one-time fee and paid at program registration. The Lunch Bunch activity fee for one day per week per month is \$30, two days per week per month, \$60, and three days per week per month, \$90. The program activity fee covers the cost of enrichment items/supplies. See the Lunch Bunch flyer in this registration packet for specific program details.

If you need to unenroll, activity/supplies fees paid at registration, are refundable through July 31st of 2023.

Tuition Payment: One month's tuition is collected at registration to hold your preschooler's spot in our program. If your child completes the entire school year with us, the payment is applied to your June tuition. Should you need to unenroll, the tuition payment made at registration is refundable through July 31st, 2023. Please email the office at pssolution@optimum.net with unenrollment requests.

Medical Statement: A medical statement is a 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 must be resubmitted every school year.

All fees/payments are non-transferrable.

Tuition payments: Payments can be made by cash, check, or credit card. Checks should be made out to Preschool Solutions (PSS). 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 on the 1st of the month. If the 1st falls on a weekend, the tuition is due the following business day.

Late Payment: Please note that a \$25 late fee will be added to your account if the tuition payment is received after the 8th of the month. *If the tuition balance becomes more than two (2) weeks past due, the preschooler will not be allowed to attend school without a conversation with and authorization from the Director.*

Sibling Discount: Families with two or more children in school at the same time will receive a 5% discount off of the lowest program tuition each month. Additionally, we will waive one registration fee.

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 \$10 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.

Returned check fees are \$35.

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 to keep our classrooms and school open. However, we expect there could be times when PSS must comply to the local government policies to help mitigate the spread of highly infectious illnesses. This could include asking pods or classrooms to temporarily quarantine. In this situation, PSS still incurs all of the same monthly expenses to operate the school and the contracted tuition is still due. However, if we find ourselves in a government-mandated total school shut down, (similar to March – June 2020), the tuition for remote learning is 25% of your regular monthly tuition.

In either scenario, we are prepared for remote instruction. Each lead teacher has developed a plan designed to keep the students learning, while maintaining valuable social and emotional connections. The remote learning instruction will include fine and gross motor activities, yoga, 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 approximately 60 minutes per day.

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 five

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.

After your child exits the vehicle, and enters the building, the classroom assistant will scan your child's forehead or wrist to check for fever.

Forehead thermometers provide a sterile way to assess body temperature and can assess large groups of people quickly. However, it's been our experience that they generally read a little lower than results returned from an oral or tympanic thermometer.

*Therefore, as of January 1st 2022, our policy outlines that **temperature** at or over 99 °F may mean you have a fever developing caused by an infection or illness. At drop off, if a reading of 99 °F is returned, we will recheck. After a recheck, we will ask that a child with readings of 99 °F or higher be picked up. If no fever develops, the child may return to school on their next scheduled day. If a fever develops, we ask that the child return only after they are fever free (without medication) for 48 hours. Please note that for Covid illnesses, the CDC suggests that the child return to school only after 5 days have passed since their first symptoms, they've been fever free (without medication), and other symptoms are improving.*

After your child has 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
2s – 9:25

To ensure an efficient drop off for our 4s families, we ask the 2 & 3s classes arrive no earlier than 9:20. This will keep cars from spilling out on to Kings Highway and ensure the 2 & 3s teachers are ready for their students.

Any child arriving after drop off will need to be walked to the front door.

2s drop off: It's normal and temporary, but transitioning to preschool can be difficult for some of our littlest friends. If your toddler is uncomfortable utilizing the car line, feel free to temporarily drop off at our North door (door closest to Kings Highway). We ask that you park your car in the front lot and walk your toddler up the path to the door facing Kings Highway. A teacher's assistant will be there to greet you, take your toddler's temperature, and then take him/her to class. Drop off begins at 9:25.

Pick up: In order to minimize large gatherings in our lobby, parents will pick their children up from our car pick up line. Every family 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 before driving away.

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.

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

4s - 11:40 am

3s - 11:55 am

2s - 11:55 am

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.

Our 2s teachers can introduce toileting to their students, but understand that each child masters the skill at their own pace, so we ask that our 2s parents provide diapers.

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, which the teacher will leave in the child's backpack. 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.

Snacks: 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.

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. Please contact the PSS office to discuss potential donations.

Storm closings: We follow the Warwick Valley Central School District (WVCSD) 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:

WVCSD 2-hour delayed opening due to weather: PSS classes delayed one hour.

WVCSD 3-hour delayed opening due to weather: 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 has:

1. fever, diarrhea, or has vomited within the last 24 hours
 2. conjunctivitis (child must be on medicine 48 hours before returning to class)
 3. signs of illness including persistent coughing or sneezing, difficulty breathing, or lethargy.
- Parents are responsible for taking their child's temperature before school each day, whether or not symptoms of illness are present.
 - A **temperature** of 99 °F or above may mean your preschooler has a fever developing caused by an infection or illness. We ask that a child with a temperature reading of 99 °F or above be kept home from school. If no fever develops, the child may return to school on their next scheduled day. If a fever does develop, we ask that the child return only after they are fever free without the assistance of medication for 48 hours (*for COVID illnesses, the CDC suggests returning to school only after 5 days have passed since their first symptoms, they've been fever free without medication, and other symptoms are improving*).
 - We reserve the right to take a child's temperature upon entering the building. A child with a temperature of 99 °F or higher will not be admitted to the classroom.
 - 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. The registration paperwork must include the name and number of someone who is available to pick up your child if you cannot. They must bring a picture ID.

Currently, we do not ask that children or staff wear face coverings at school. This policy is subject to change to comply with CDC guidelines. During the pandemic PSS implemented the following health and safety measures and still enforces them:

- All children will begin the day with either hand washing or hand sanitizing.
- Disinfecting and cleaning will be performed throughout the day by classroom staff as well as a staff member designated specifically for this job.
- Teachers will utilize open rooms within the building, reducing the number of children in small spaces and utilize outdoor spaces whenever possible
- Air purifiers designed to improve air quality and reduce allergens.

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



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Student Behavior Policy

It is our goal to assure the physical and emotional well-being of the children in our program. We foster positive behavior by reflective listening, validating student's feelings, and using direct eye contact to create a trusting and supportive connection between staff and students. We strive to minimize the occurrence of problematic behaviors by providing activities that are appropriate to the children's interests and developmental levels.

Positive approaches to management are always our first preference, including the use of positive suggestions, redirecting children to appropriate activities, and praise for appropriate behavior. We foster positive behavior by reflective listening, validating student's feelings, and using direct eye contact to create a trusting and supportive connection between staff and students.

However, if a child exhibits behavior that is interfering with their potential or another child's learning, the following steps will be taken:

1. Minor behavioral incidents will be ignored the first time, limiting negative reinforcement.
2. If the behavior incident involves a game, or toy, for example, throwing behavior, the game or toy will be removed.
3. If behavior continues, we will get on the child's level. Establish a rapport. Listen and validate child's feelings. Investigate what is the underlying reason behind the behavior.
4. Using a neutral tone, bring attention to the child's arousal state. Remind them of some of their sensory or environmental choices to try to get their "engine running" just right.
5. If the child cannot make a choice, gently guide them to the yoga room or another quiet area. Help them to calm by using a gentle tone, quiet music, breathing, or heavy work activity. This is not a "time-out" as a punishment, but a collaborative effort to help the child self-regulate. If the child does not need to calm but is not participating, as a team we will investigate why the child is refusing to participate.
6. Once calm, redirect the child to a positive activity. Adjust your expectations and meet educational goals by giving choices and partnering with child to build trust and self-empowerment.

7. If a child is going to hurt self or others, then bypass other steps and gently remove the child from the situation. Help them to calm using a gentle tone.
8. The best behavior management is to be proactive throughout the day. Use weighted snakes as a transition tool. Incorporate Brain Gym, wall push-ups, mouth activities, etc.
9. No child will be subjected to verbally abusive or degrading comments from the program staff. Time out is not a behavior strategy of choice for this preschool. Although we understand its effectiveness at home, in the school environment we will not use it as it is often embarrassing and does not foster the love and joy for school that we are promoting for preschool age students.
10. No physical discipline involving striking, slapping, hitting or biting a child will be used. A child may be physically restrained by an adult only if this is deemed absolutely necessary to keep the child from injuring self, or others.
11. Students will not have recess or special events removed as a form of punishment.
12. Students will never be told they are “bad.”

If a behavior continues regardless of the strategies tried, the following steps will be taken:

1. Data will be collected over a week’s time to document when the behavior takes place.
2. The interventions that have been tried will be documented.
3. This data will be presented to director(s).
4. A meeting will be scheduled with teacher, OTs, aide, and director, to discuss solutions

And if behavior continues:

Parents and all staff will schedule a meeting to discuss solutions. If a specialized sensory or ABA approach is to be used, the following steps will be taken:

1. The classroom staff, OTs, and director will discuss approach.
2. The approach will be documented as to exact usage, duration of approach, frequency, and expected outcomes of approach.
3. Parent will sign a consent form to use approach.
4. Staff, OTs and director will reconvene to determine effectiveness of approach.

Reasons for discharge from Preschool Solutions

1. The child is consistently and unpredictably violent to other children or staff.
2. The child is in danger of hurting himself.

3. The parent is delinquent with payments without making acceptable arrangements with Director.

In such a case, the PSS staff will work with the family, CPSE chairperson, and other service providers to locate appropriate intervention resources for the child.

If a SEIT is present for a student, the behavior plan they have developed for that student will be followed in class; however, not if it contradicts with Preschool Solutions policy as stated above. Sensory strategies will be part of that child's routine as it is part of the classroom routine.

Any discussion of behaviors will take place outside of the classroom. The child under discussion and the other children should not be hearing any conversation about behaviors.



(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 challenging environment created obstacles to learning, however with those challenges came perseverance and creativity. 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 will be charges on or before the 8th of each month while we remain closed.

Signing this agreement confirms that you understand that Preschool Solutions will not be responsible for monthly tuition reimbursement for unforeseen closures. Additionally, you are aware of the partial tuition charged if Preschool Solutions is forced to close and pivots to remote learning for a COVID-19 resurgence or other public health emergency.

Credit Card #	Exp. Date: _____	Sec. Code: _____
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Preschool Solutions Student

Parent/Guardian Signature

Date



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Waiver and Release of Liability

I agree that this Waiver and Release of Liability shall apply to each day I am at **Preschool Solutions** (PSS) regardless of the date that this form is signed below. I agree I will assume the risk and full responsibility for any and all injuries, losses, or damages, that might occur to my child or other family members while on the premises of the preschool or participating in any off-site preschool program or activity; and to the maximum extent of the law, I agree to waive and release any and all claims, suits, or related causes of action against **Preschool Solutions**, (PSS) their owners, officers, employees or agents for injury, loss, death, costs or other damages to me, my heirs or assigns, or third party claims, suits or related causes of action asserted against the preschool arising from my conduct and/or my family's conduct while participating in the preschool's programs or activities. I further agree to release, indemnify, defend and hold **Preschool Solutions** (PSS) harmless from any liability whatsoever for future claims presented by my child for any injuries, losses or damages.

PSS Student's Name: _____

Parent/Guardian's Name: _____

Signature: _____

Student's DOB: ___/___/___

Relationship: _____

Date: _____



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I have read and understand the all policies.

Preschool Solutions Student

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date