



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

PRESCHOOL SOLUTIONS SUMMER CAMP POLICIES

Registration: Summer camp registration begins in April for our July camp sessions. Registration is offered until the program fills.

To complete registration, we must have a registration form, registration fee, activity fee, session payment, and a 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: The registration fee for summer camp is \$25 per camper and is non-refundable.

Activity Fee: There is a \$15 activity fee for each summer camp session. The program activity fee helps to partially cover the cost of camp enrichment supplies.

Session payments: Summer camp payment is due before the start of each session. Payments can be made by cash, check, or credit card. Checks should be made out to Preschool Solutions (PSS). The returned check fee is \$35.

Convenience Fee Notice: Cash or check are the preferred methods of payment; however, credit cards are accepted for your convenience. If you opt to pay by credit card, you will be charged a \$10.00 convenience fee for each transaction. This fee will be added to the session fee. Please note you may pay by cash or by check without incurring a convenience fee.

Refunds: Camp tuition is refundable 30 days prior to each session start date. Refund requests must be in writing. The registration and convenience fees are non-refundable.

All fees/payments are non-transferable.

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.

If you provided a medical statement for the 2022 – 23 school year, you do not need to submit another for Summer Camp 2023.

Sibling Discount: Families with two or more children in camp at the same time will receive a 5% discount off of session fees and one waived registration fee.

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 camp counselors will come out five minutes prior to the start of camp 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.

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.

We ask that our campers arrive no earlier than 9:20. 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 camp session. The sign should be displayed on the front passenger window during pick up.

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 *stay in your vehicle*, 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 camp, 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 when the summer camp fun ends. Summer camp pick-up time is 12:00 pm.

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 the security of 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 change of clothing, which the teacher will leave in the child's backpack.

For summer, campers may be asked to wear or bring bathing suits and a towel for outdoor water play. Also please apply sunscreen before morning arrival each day.

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

Snack: Please keep in mind that Preschool Solutions is a **PEANUT FREE ZONE**. Please send your child in with a healthy snack and water or juice daily. 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.

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: Our teachers are prepared with lots of fun activities, both indoors and outdoors, so camp is on rain or shine! However, if there is a significant weather event that impacts camp, our teachers will contact you with closure information. If a weather event starts during school hours, we will contact you with emergency closing information.

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: Please notify your classroom camp counselor 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.

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.

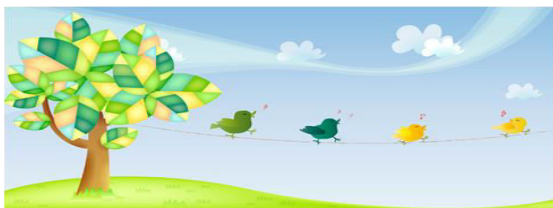
Reasons for discharge from Preschool Solutions

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.



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I have read and understand the all policies.

Preschool Solutions Student

Parent/Guardian Signature

Parent/Guardian Signature

Date