



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

2024 - 2025 School Year Registration Form

Child's name: _____ Gender: M F

Date of birth: _____

Please circle your desired program(s):

2s Program - 9:15 - 11:45 pm

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

Tuesday/Thursday - **\$315 per month**

3s Program - 9:30 am - 12:00 pm

Monday thru Friday - **\$485 per month**

Monday/Wednesday/Friday - **\$335 per month**

Tuesday/Thursday - **\$275 per month**

4s Program - 9:15 am - 11:45 pm

Monday thru Friday - **\$435 per month**

Monday/Wednesday/Friday - **\$335 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 \$120 to monthly tuition
2 days per week adds \$240 to monthly tuition
3 days per week adds \$360 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: \$100	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.



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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? _____

Will your child be receiving related services (speech, OT, PT, counseling or special instruction) while in preschool? If yes, please specify service and frequency: _____

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

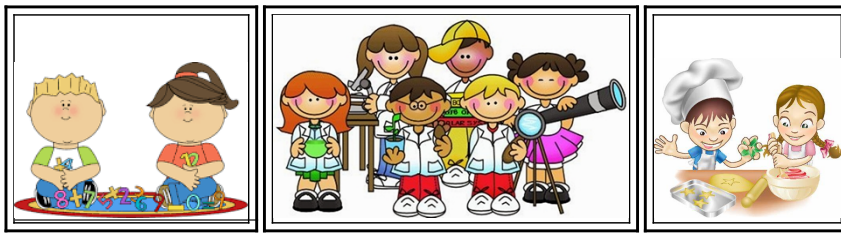
Signature

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: Fridays 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 \$120 to monthly tuition, plus a one-time \$30 activity fee at program registration

2 days per week adds \$240 to monthly tuition, plus a one-time \$60 activity fee at program registration

3 days per week adds \$360 to monthly tuition, plus a one-time \$90 activity fee at program registration

1/12/24



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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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Consent and Authorization

Please initial:

The preschool may obtain emergency medical treatment for my preschooler if I cannot be contacted immediately. _____

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

The classroom teacher may provide my preschooler with sensory tools such, as weighted items or specialized seating, to assist him/her with self-regulation. _____

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

Website ___ Local print advertising ___ Social Media ___
 Internal Bulletin Boards ___

I understand monthly tuition is due on the 1st of each month regardless of absences, vacations, holidays, or emergency closings. _____

Regardless of your preferred method of tuition payment, we ask that you leave a credit card on file with the office. Please note your credit card will NOT be charged without notification.

Credit Card #	Exp. Date: _____	Sec. Code: _____
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I have read and understand the all policies.

 Preschool Solutions Student

 Parent/Guardian Name (printed)

 Parent/Guardian Signature

 Date

1/12/24



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2024 - 2025 School Year Registration Cost Calculator

Child's name: _____

Registration Fee (non-refundable) \$100.00

Please select your desired program(s):

Program Fee (refundable thru 7/31/2024)

2s Monday/Wednesday - \$315 per month _____

2s Tuesday/Thursday - \$315 per month _____

3s Monday thru Friday - \$485 per month _____

3s Monday/Wednesday/Friday - \$335 per month _____

3s Tuesday/ Thursday - \$275 per month _____

4s Monday thru Friday - \$435 per month _____

4s Monday/Wednesday/Friday - \$335 per month _____

AM activity fee (refundable until the 1st day of school) \$100.00

Lunch Bunch Afternoon Enrichment Program for 3s & 4s

Circle your choice(s). Choose one, two, or all three days!

Monday/Wednesday/Friday

Each day per week/month adds \$120 to monthly tuition (refundable until the 1st day of school) _____

(\$120/\$240/\$360)

Lunch Bunch Activity Fee

\$30 per afternoon/month (refundable until the 1st day of school) _____

(\$30/\$60/\$90)

TOTAL _____



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 contains 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 2024-25 school year is \$100 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: 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 in-school student activities. Additionally, this upfront fee eliminates the request for parent donations of classroom materials and supplies. Collecting this fee upfront enables teachers to purchase 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. 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 2024.

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. The June tuition payment must be paid in order for the preschooler to start school in September. Should you need to unenroll, the tuition payment made at registration is refundable through July 31st, 2024. 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.

Accounts: Tuition accounts must be current for students to attend. For accounts over 30 days past due, management reserves the right to ask that the preschooler only return to class once the tuition account is made current. To participate in June stepping up or graduation events tuition account must be current.

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 for 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. Please note your credit card will NOT be charged without notification.

Communication: Communication is crucial for building strong relationships between parents and teachers. Effective communication helps inform, reassure, and engage families, which builds a strong partnership with staff. Our teachers will communicate with parents via email, phone calls, text messages, and social media, but our primary communication tool is Class Dojo.

ClassDojo is digital sharing platform that allows teachers to document the day during class and then share that with families. Teachers can post important classroom messages, photos and videos and the content is accessible to parents using a smartphone or computer. The platform is interactive allowing parents to like or comment on posts, but more importantly offering a private message feature.

Before the start of each school year, parents will be invited to download the Class Dojo app and turn notifications on. Class Dojo allows our teachers to be proactive and responsive and we encourage our families do the same.

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

Commented [TC1]:

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.

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 – 9:10

To ensure an efficient drop off, we ask the 3s families arrive no earlier than 9:20. This will keep cars from spilling out on to Kings Highway and ensure the 2 & 4s teachers can help their own classes exit their vehicles.

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, we ask that you park your car in the front lot, wait until the car line disperses, and walk your

preschooler into the lobby. A teacher's assistant will be there to greet you and take him/her to class. Drop off begins at 9:10.

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

Pick up: 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.

If you need extra time helping your preschooler into the car, we ask that you pull forward into a parking space. This will ensure the pick-up line moves efficiently and your preschooler 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 - 11:40 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. 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. We ask that you please keep personal toys at home.

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: For morning class please send your child in with a healthy snack and water or juice daily. If your preschooler attends Lunch Bunch, please send lunch in as well. We strongly encourage foods that support organization such as cut up veggies, fruit, whole grain granola bars, cheese and crackers. PLEASE: No soda or candy bars. No glass bottles or containers. No meals that require heating.

If your child has any allergies, please notify staff immediately.

*Preschool Solutions classrooms and common areas are **PEANUT FREE**. Please do not send your preschooler in with peanut snacks/lunch. Also in certain situations, for the safety of one or more of our students, the classroom teacher may ask that you avoid other ingredients as well. The classroom teacher will inform you if such precautions are necessary.*

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 48 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.
- A **temperature** of 99 °F or above may not technically indicate your preschooler has a fever, but it could mean they are developing 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, as long as they also fever free).
 - 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.

For the health and well-being of the teachers and your child's classmates, 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.

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. 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 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.