

# Welcome to Preschool Solutions!

Welcome to Preschool Solutions – an early childhood learning center that offers preschool programs for 2-years-olds, for 3-year-olds, and for 4-year-olds. **Our goal is to foster a love for learning!** Our days includes group circle time experiences, small group learning, skill stations, thematic activities, social interactions, and movement. We are dedicated to connecting with our students and giving them with the necessary tools for success!

We provide the necessary tools for your child's success through strong connections and open communication with families. Join us in bringing excitement to your child's learning journey.

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## 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 is filled.

To complete registration, we must have the:

- |                      |                          |                      |
|----------------------|--------------------------|----------------------|
| 1. Registration form | 3. Activity/supplies fee | 5. Medical statement |
| 2. Registration fee  | 4. One month's tuition   |                      |

### 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 school year is \$115.00 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, \$ 110.00 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 need. Not only will this help us make the best use of space, but it alleviates some of the hecticness families feel as they prepare their children to go back to school.

### Activity/Supplies Fee, Afternoon Programs

Registration for our afternoon program is offered year-round and available until the program fills. The program runs on Monday, Wednesday, and Friday afternoons. The afternoon program 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 afternoon program activity fee for one day per week per month is \$3500, two days per week per month, \$70.00, and three days per week per month, \$105.00. The program activity fee covers the cost of enrichment items/supplies. See the afternoon program flyer in this registration packet for specific program details. If you need to unenroll, activity/supplies fees paid at registration are refundable through July 31.

### 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 31. Please email the office at [PreschoolSolutions@Liberty-Resources.org](mailto:PreschoolSolutions@Liberty-Resources.org) with unenrollment requests.



**Medical Statement**

A medical statement is a summary of a well visit doctor's appointment that includes the 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 on 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 \$25.00 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 the lowest program tuition each month. Additionally, we will waive one registration fee.

Returned check fees are \$35.00.

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 late tuition payments. Please note your credit card will NOT be charged without notification.

**Unenrollment**

Unenrollment must be initiated in writing. Please email your request to [PreschoolSolutions@Liberty-Resources.org](mailto:PreschoolSolutions@Liberty-Resources.org). The unenrollment notification date determines if any refund is due. If you unenroll your preschooler prior to July 31, the tuition payment made at registration (to secure your preschoolers spot) and the activity fee may be refundable. Unenrollment initiated on or after August 1, is not eligible for a refund of any tuition or fees.

**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 a 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 asked 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 situation, PSS still incurs all 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 (like 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.

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 \$10.00 for the first 10 minutes (after the grace period), and \$1.00 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 for 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 your 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.



## Frequently Asked Questions

Here are some frequently asked questions about Preschool Solutions.

### 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

Occasionally, we may ask children to remove their shoes and wear slippers throughout the building. Wearing slippers indoors helps to keep our feet cozy warm, but also helps to keep the floors clean and dry. Slippers should have a rubber bottom and remain at school.

### Snacks

For morning classes, 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 mental 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.

### Field Trips

Field trips offer preschoolers the opportunity to learn in a more hands-on and immersive way than they can in the classroom. The number of field trips may vary each year. At this age, many field trips require parent or guardian transportation, attendance, and supervision. Depending on the day/time of the event, an offsite field trip may take the place of classroom learning. Your classroom teacher will provide you with field trip details several weeks before each event allowing for family planning.



**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.

- 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 afternoon 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, but not limited to, persistent coughing, sneezing, or runny nose, 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 with 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.

**Meet & Greet**

Prior to the start of school, your preschooler will have the opportunity to meet their new teacher, get acquainted with their classroom/school, and more! Please watch Class Dojo in mid-August for your child's Meet & Greet date/time and any other important information for the start of the school year.





## 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 and validating students' feelings. We strive to minimize the occurrence of problematic behaviors by providing activities that are appropriate to 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 students' 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 rapport. Listen and validate a child's feelings. Investigate the underlying reason behind this 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 calm down 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 down 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.

