

**TOWN OF OGDEN
PARKS AND RECREATION DEPARTMENT**

269 Ogden Center Road
Spencerport NY 14559
phone: (585) 617-6174 fax: (585) 352-4590
www.ogdenny.com



**2016-2017
Preschool Program
2-5 year olds**

Registration Information

Please read front and back of each page; Information changes from year to year

Ogden Community Center
269 Ogden Center Road, Spencerport NY
Office: (585) 617-6174
Classroom: (585) 617-6173

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Little Red Schoolhouse
416 Washington Street, Adams Basin NY
Office: (585) 617-6174
Classroom: (585) 352-2119

WELCOME!

Thank you for your interest in our Preschool Program.

Our program is designed to help children develop their social, physical, and cognitive skills. Each class provides an opportunity for imaginative play, social interactions, and activities that promote preschool-aged development.

For questions regarding tuition, enrollment, etc., please call the Administration Office.
For specific program questions, please contact the Preschool directly.



We have 2 locations!

Little Red Schoolhouse
416 Washington Street
Adams Basin
(585) 352-2119

2 year olds:
Tuesday/Thursday
9:15-11:15am

3 year olds:
Monday/Wednesday
9:00-11:30am
12:15-2:45pm

4-5 year olds:
Monday/Wednesday
12:15-2:45pm
Tuesday/Thursday
9:00-11:30am
12:15-2:45pm
Friday (optional 3rd day)
9:00-11:30am

Ogden Community Center
269 Ogden Center Road
Spencerport
(585) 617-6173

2 year olds:
Monday/Wednesday
9:15-11:15am

3 year olds:
Tuesday/Thursday
9:00-11:30am

4-5 year olds:
Monday/Wednesday
9:00-11:30am
12:30-3:00pm
Friday (optional 3rd day*)
9:00-11:30am
12:30-3:00pm
*for consistency, please register for
the same M/W/F timeslot

Classes not reaching the minimum number of enrollees may not run.

ABOUT THE 2-YEAR OLD PROGRAM...

Our 2-year-olds will explore a classroom of toys and other play opportunities as they enjoy being with other children in a warm, guided environment. The children will be introduced to experiences such as painting, play dough, and beginning craft activities--to name a few. Children will learn basic group games and songs as they interact with their classmates and teachers. Our curriculum includes such themes as nursery rhymes, farm animals, transportation, seasons, and holidays. Children will participate in occasional field trips.

This can be an exciting time of exploration and discovery for your child. There may be, however, many changes occurring in his/her life that are confusing and disconcerting (i.e., having a new sibling at home, learning to use the bathroom, etc.). For some of our 2-year-old friends, a playgroup like this may be too overwhelming. This is perfectly normal for this age group and often is a phase that passes within a couple of months. If we find a child to be consistently inconsolable or resistant, we may ask you to withdraw him/her from the class and try again in a couple of months, if there are openings.

Suggestions: If your child has had little or no experience with separating from you OR if your child has spent very little time playing with children outside the family, you might consider exposing him/her to a small playgroup before starting in this program.



ABOUT THE 3-YEAR OLD PROGRAM...

Our 3-year-olds will enjoy socialization and making new friends through language, play, and activity. The children are introduced to recognizing their names, shapes, colors, numbers, counting, and the alphabet. Activities include singing, finger plays, games, and stories each day. Routines are established through guided play, circle-time activities, and dedicated learning centers. A theme-related project is planned for each class. Children will participate in field trips throughout the year.



ABOUT THE 4-YEAR OLD PROGRAM...

Readiness for kindergarten is the main goal of this program as we focus on preschool skills, independence, and communication. It is our hope that the children in our class will enjoy being a part of a class where we will make friends, experience new activities, and learn about our world through different themes. The children will strengthen their cognitive and fine motor skills (including: alphabet letters, numbers, counting, cutting, gluing, writing, and recognizing names, addresses, and phone numbers). We also provide opportunities for large motor skill activities, music, projects, stories, and free play as we practice listening and cooperation. Children will participate in field trips throughout the year.

GENERAL INFORMATION

- 2-year olds:
 - Must be age appropriate by August 1, 2016
 - Potty Training: Children do not need to be potty trained for this class, although we do encourage starting the process sometime during the year (especially since most preschool classes for 3- and 4- year olds require it). With this in mind, we do change diapers/pull-ups during class time, as the need arises. We ask that you keep a full change of clothes, as well as extra diapers/pull-ups and wipes in your child's backpack. Although we do have extra clothes just in case of a leaky diaper, a spill, etc., we find the children are happier getting into their own clothes.
 - Outdoor Play: As development progresses and children are more familiar with the classroom routine, the class will be taken outdoors to play, as weather permits. We also encourage you to use our playground before or after class (or any other time).

- 3-5-year olds:
 - Must be age appropriate by December 1, 2016.
 - Potty Training: Children must be completely potty trained (indicating verbally that they need to use the bathroom) **and diaper/pull-up free.**
 - Outdoor Play: Both preschool locations have playground areas for outdoor play. Classes do go outdoors to play whenever they can. We will inform you of any special outdoor days. You are always welcome to enjoy the playground with your child before and after class.

- Class schedules may change due to enrollment. You will be notified immediately of any changes. Minimum numbers are required for classes to run.

- The school year runs from September 7, 2016-early June, 2017.

- Our program follows a schedule similar to the Spencerport Central School District. A calendar will be distributed to parents.

- All payments should be mailed to/paid at the Parks and Recreation Administrative Office by the appropriate date and time (see attached Payment Policy/Schedule). Late fees will be assessed for payments received after the due date.

- Receipts will be provided when payment is processed. Please keep all receipts. Any extra receipts will be charged at a rate of .25 per copy. Records needed after the completion of the program may require 4-6 weeks to gather and may be subject to additional fees. Our tax # is 16-6002328.

- Drop Off/Pick Up: Parents are expected to bring their children in/out of the building. Please make us aware of others (such as grandparents, car pools, babysitters, etc.) who will drop off or pick up your child. Your promptness is appreciated. Late pick-ups will be assessed at \$1 per minute per child.
- Newsletters: These will be distributed periodically at school and will provide information about what activities and themes your child will be enjoying. Newsletters may also be emailed and placed on the preschool page at www.ogdenny.com.
- Indoor Play Time: This time allows the children the opportunity to choose the activity while playing with other children. The classrooms are filled with toys, play equipment, dress ups, etc. designed to stimulate a child's imagination and natural curiosity.
- Illness: Since our young friends are just beginning to learn the importance of using tissues, washing hands, and covering one's mouth when coughing and sneezing, we find that illness can spread very rapidly as the children are sharing toys and classroom materials. In the interest of keeping the spread of germs to a minimum, we ask that you follow these guidelines for keeping your child at home: Make sure **all symptoms** of the illness (vomiting, diarrhea, fever, lethargy, severe coughing) have **subsided for at least 24 hours**. This is to protect all the children whom may be vulnerable to picking up other germs.
- Medications: We ask that any medications your child requires be administered at home, before or after class. If medication is required during class time, it will only be administered to your child if:
 - It is in a properly labeled ORIGINAL container.
 - It is accompanied by a doctor's prescription note.
 - The parent has given written directions to do so.
- Allergies: Please make us aware of any allergies or sensitivities your child may have, such as animals, foods (juice, dye, nuts, etc.), environmental, etc.
- Snacks: There will be a snack time during each session. The snacks are supplied on most days; however, various times throughout the year parents may be asked to bring in a treat for parties or special activities.
- Birthdays: A birthday is a very special day for a child of this age. A portion of the class time is used to celebrate this special day. If you wish to send a treat for all to share, please consult with your child's teacher a few days ahead. We will remind you of any food allergy concerns.
- Holidays: We try to make each holiday special. There are usually parties or special activities for each holiday (on or around that day).
- Parent Participation: On occasion, we ask parents to assist in the classroom for special activities. You are welcome to visit the school at any time by making an appointment with the

teachers. If you have an interesting vocation, hobby, or a particular talent that you could share with a group of preschoolers, please let us know.

- **Supplies:** Families will receive a supply list prior to the first day of school. Please label all supplies with the child's first and last name.
- **Student Behavior Policy:** Although there are many aggressive behaviors that are quite commonly seen in preschool, we strive to teach our students to "use words" and "be kind" in dealing with other people in our world. With this in mind, we have created policies about negative behaviors; such as scratching, biting, and using aggressive behavior. Though we will work with parents to correct these negative behaviors, our responsibility for the students' safety and welfare may dictate that after **(2) two** such incidents we reserve the right to ask that the child be removed from the program.
- **Discipline:** Reminders and re-direction are typical ways of handling disciplinary situations. Occasionally, a child will be asked to sit on the rest rug for a few minutes for aggressive or repeated difficulties. We will keep parents informed of situations that arise.
- **Closings:** In case of inclement weather, we will be closed when the Spencerport Central School District is closed. School closings are announced on TV and radio.
- **Absences:** We appreciate a call when your child is sick or will be absent:
 - Little Red Schoolhouse Preschool (LRSPK)...352-2119
 - Ogden Community Center Preschool (OCCPK)...617-6173
 - Ogden Parks & Recreation Admin. Office (OCCPK 2 year olds)...617-6174
- **Registration Forms:** All enrollment forms must be filled out completely and returned to the office before your child may begin the program. These forms include Registration, Emergency, and Health History.

REGISTRATION INFORMATION

- WHEN TO REGISTER:
 - Current Enrollees can register beginning at 8:30am, March 7, 2016. Please note: A Current Enrollee is one who is currently enrolled in our preschool program AND is up-to-date with all payments. Current Enrollees may register other children in their direct family only.
 - New Enrollees can register beginning at 8:30am, March 21, 2016.
 - Enrollees- We will not accept registrations before March 7 (Current Enrollees) or March 21 (New Enrollees). All registrations received before March 7 or March 21 will be mailed back. This may cause delays and could result in your exclusion from the program of your choice.
- HOW TO REGISTER: All forms must be completed and turned into the OPRD Administrative Office with the registration fee before a spot is secured for your child in the program. Our program is limited and spots are secured on a first-paid, first-served basis. Please bring the following to the OPRD Office when registering:
 - Registration Fee...2 days/week- \$95, 3 days/week- \$135 (cash, check, or money order)
 - One-time (per school year), non-resident fee of \$25 *per family* (cash, check, or money order)
 - Registration Form
 - Health History Form
 - Emergency Medical Form
 - Current Medical and Immunization Records
- FEES (all fees must be paid via cash, check, or money order):
 - Registration Fee: This fee, equal to one month's payment, is due with your enrollment forms. Only when this fee is paid is a spot in the program secured. **This is NOT September's payment.**
 - If you choose to withdraw prior to the start of the school year, the Registration Fee (including non-resident fee) is refundable **until** 12:00pm, July 29, 2016. There will be a \$25 processing fee for all withdrawals prior to 12:00pm, July 29, 2016. After 12:00pm, July 29, 2016 the Registration Fee is non-refundable.
 - Non-resident Fee: One-time fee of \$25 *per family*. This fee is due with the Registration fee.
 - Monthly Tuition Fee
 - 2 days/week- \$95.00
 - 3 days/week- \$135.00
 - Late Fee: Please see payment schedule as to when payments are due. Payments received after this time must include a late fee of \$25.00 per family. If you are late additional dates, this will result in additional late fees (see payment schedule).
- WITHDRAWALS/REFUNDS:
 - All withdrawals must be made in writing (letter, email, or fax).
 - All refunds must be approved by the Ogden Town Board. Refunds may take 4-6 weeks to process/receive.
 - If you choose to withdraw prior to the start of the school year:
 - Registration fee (including non-resident fee) is refundable until 12:00pm, July 29, 2016. There is a \$25 processing fee for all withdrawals prior to 12:00pm, July 29, 2016.
 - Registration fee (including non-resident fee) is non-refundable after 12:00pm, July 29, 2016.
 - If you choose to withdraw during the school year, your monthly tuition payment (minus any late fees accrued) will be refunded determined on a four-week-per-month basis:
 - Withdraw by the first day of the month, receive full monthly tuition payment (if already paid).
 - Withdraw during the first week (partial or full) of the month, receive 75% of monthly tuition payment.
 - Withdraw during the second week of the month, receive 50% of the monthly tuition payment.
 - Withdraw during the third week of the month, receive 25% of the monthly tuition payment.
 - No refunds will be issued after the third week of the month.

PAYMENT POLICY

Make checks payable to: Town of Ogden

Mail/Bring payments to: Ogden Parks and Recreation
269 Ogden Center Road
Spencerport NY 14559



1. Payment for each month must be paid no later than the dates and times listed below for each month regardless of: weekends, holidays, school closings, Town of Ogden closings, postage date, family vacations, or illness. You may pay in advance.
2. Late fees will be assessed for payments received after the due date.
3. Payments can be mailed, given to the OPRD Administrative Office, or dropped in the OPRD mail slot in the office door during regular business hours at the Ogden Community Center. The south door is open most evenings and weekends, and the mail slot is accessible for your convenience.
4. To ensure proper credit to your account, please include the payment coupon when making your payment. Coupons will be mailed out in August. If using your bank's automatic bill pay, please make sure your child's name is included and the check is delivered to the office/address above.
5. Ogden Parks and Recreation does not give notice to make a payment.
6. There will be an additional charge of \$25 for any check if returned by the bank for any reason. This payment must be made in cash.
7. Sorry, we cannot accept post-dated checks.
8. We cannot accept partial payments. Full payments must be made. Example: If a payment is coming from two different sources, payment(s) must come into the office at the same time. All partial payments will be mailed back to you.
9. Receipts will be provided when payment is processed. Please keep all receipts. Any extra receipts will be charged at a rate of .25 per copy. We do not send end of the year statements. Records needed after the completion of the program may require 4-6 weeks to gather and may be subject to additional fees. Our tax # is 16-6002328.

Payment Schedule

Payments can be made in advance; Please keep all receipts.

Payment for:	Due on or before:	Add \$25 late fee after:	Add additional \$10 after:	Child removed from roster on:
September	August 26, 2016	4:00pm	September 2, 12:00pm	September 9, 12:00pm
October	September 30, 2016	4:00pm	October 7, 12:00pm	October 14, 12:00pm
November	October 28, 2016	4:00pm	November 4, 12:00pm	November 10, 12:00p*
December	November 23, 2016**	4:00pm	December 2, 12:00pm	December 9, 12:00pm
January	December 30, 2016	4:00pm	January 6, 2017, 12:00pm	January 13, 2017, 12:00pm
February	January 27, 2017	4:00pm	February 3, 12:00pm	February 10, 12:00pm
March	February 24, 2017	4:00pm	March 3, 12:00pm	March 10, 12:00pm
April	March 31, 2017	4:00pm	April 7, 12:00pm	April 13, 12:00pm***
May	April 28, 2017	4:00pm	May 5, 12:00pm	May 12, 12:00pm

* November 10 is a THURSDAY.

** November 23 is a WEDNESDAY.

*** April 13 is a THURSDAY.

PRESCHOOL PROGRAM REGISTRATION FORM

Please check preference:

Little Red Schoolhouse		
	2s: Tuesday/Thursday	9:15-11:15am
	3s AM: Monday/Wednesday	9:00-11:30am
	3s PM: Monday/Wednesday	12:15-2:45pm
	4s MW: Monday/Wednesday	12:15-2:45pm
	4s AM: Tuesday/Thursday	9:00-11:30am
	4s PM: Tuesday/Thursday	12:15-2:45pm
	4s F: Friday	9:00-11:30am

Ogden Community Center Preschool		
	2s: Monday/Wednesday	9:15-11:15am
	3s AM: Tuesday/Thursday	9:00-11:30am
	4s AM: Monday/Wednesday	9:00-11:30am
	4s PM: Monday/Wednesday	12:30-3:00pm
	4s FAM: Friday	9:00-11:30am
	4s FPM: Friday	12:30-3:00pm

M/W/F registration must be in the same timeslot

COMPLETE ALL APPLICABLE INFORMATION; PLEASE PRINT

1 Participant Information:

Child's Name:	Gender: M F	DOB:	Primary Phone:
Address, City, Zip:			

2 Parent/Legal Guardian Information:

Mother's Name:	Father's Name:
Address:	Address:
H Phone:	H Phone:
Cell:	Cell:
W Phone:	W Phone:
Email:	Email:
Place of Employment:	Place of Employment:
Authorized to Pick Up Child: <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized to Pick Up Child: <input type="checkbox"/> Yes <input type="checkbox"/> No

3 Provide us with anyone you may give permission to pick up your child or notify if parents cannot be reached. *List in order to be called.*

Name	Address	Relationship	Phone
1.			
2.			
3.			

4 Liability Waiver: I assume all risks and hazards incidental to the conduct of the Ogden Parks & Recreation Preschool Program and to hereby further release and hold harmless the Town of Ogden and Town of Ogden Parks & Recreation staff. I give permission to a licensed physician or hospital staff to administer emergency medical care deemed necessary for my child or myself when normal permission is unavailable. I certify that I/my child am/is in good physical health and have no limitations other than those I have listed, which may predispose me/my child to risk during this program. I also fully realize that I must provide proper hospitalization. The Town of Ogden does not provide insurance coverage.

5 Photo Release: I understand that photos may be taken of my child during this program. These photos will become the property of the Town of Ogden and may be used to promote the program and department.

6 Program Agreement: I have received a copy of the Ogden Parks & Recreation Preschool Program Registration Information Packet stating the policies of the program and I agree to abide by such terms.

Parent/Guardian Signature

Date

PLEASE SEE OTHER SIDE →

HEALTH HISTORY FORM

Child's Name _____

Birthdate _____

Medical History:

1. Is your child currently taking any medications? Yes No
If yes, explain what and why: _____
2. Does your child have allergies? Yes No (If yes, circle all which apply)
General: Latex Bees Animal Fur Berries Seasonal
Food: Eggs Peanut Butter Dairy Gluten Other: _____
Medicines: _____ Other: _____

3. Does your child have **OR** has he/she ever had: (if yes, explain)

Y N

- Asthma (uses Inhaler)? _____
- Seizures? _____
- Eye problems? Wears glasses? _____
- Ear infections...how often? _____
- Hearing problems? _____
- Speech problems? _____
- Strep Throat? _____
- Had any operations including tonsils, tubes in ears, etc.? _____
- Any serious accidents/injuries? _____
- Dietary restrictions? _____
- Physical restrictions? _____
- Other medical history we should know? _____
- Nose Bleeds? _____
- Lead Screening Test? _____

Medical Exam/Immunizations:

Please submit a copy of your child's recent Medical Exam and Immunization Records. Your registration will not be complete until these records are submitted.

EMERGENCY MEDICAL INFORMATION FORM

I, _____ parent/guardian of _____

Born (DOB) _____, do hereby give my permission and/or consent to the Town of Ogden Parks & Recreation Preschool Program to secure and authorize such emergency medical care and/or treatment as my child (above named) might require while under the supervision of said preschool program. I also authorize said preschool program to administer emergency care or treatment as required, until emergency medical assistance arrives. I also agree to pay the entire costs and fees contingent on any emergency medical care and/or treatment for my child as secured or authorized under this consent.

I UNDERSTAND THAT EVERY EFFORT WILL BE MADE TO NOTIFY PARENTS IMMEDIATELY IN CASE OF EMERGENCY.

Emergency Contact: _____ Phone Number: _____

Physician Name: _____ Physician Phone: _____

Physician Address: _____

Preferred Hospital: _____ Hospital Phone: _____

Parent/Guardian Signature _____ **Date** _____