

**TOWN OF OGDEN  
PARKS AND RECREATION DEPARTMENT**

269 Ogden Center Road  
Spencerport NY 14559  
Phone: (585) 617-6174

[www.ogdenparksandrec.com](http://www.ogdenparksandrec.com)



**2020-2021 School Year  
2-5 year olds Preschool Program  
Program Information**

**\* PLEASE READ ALL PAGES THOROUGHLY \***



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

Little Red Schoolhouse Preschool  
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 contact the Administrative Office.  
For specific program questions, please contact the Preschool directly.



We have two locations!

**Little Red Schoolhouse Preschool  
(LRS)**  
**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  
12:30-3:00pm

**4-5-year olds:**  
Tuesday/Thursday  
9:00-11:30am  
12:30-3:00pm  
Friday (optional 3<sup>rd</sup> day)  
9:00-11:30am

**Ogden Community Center Preschool  
(OCC)**  
**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 3<sup>rd</sup> 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 be cancelled.

## **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. Children will learn basic group games and songs as they interact with their classmates and teachers. Our curriculum includes themes such 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 their 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 them from the class and try again in a couple of months, if there are openings.

*Suggestion: 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 them 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, games, and stories each day. Routines are established through guided play, circle-time activities, and dedicated learning centers. A themed 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 and their adult chaperone will enjoy several field trips throughout the year.

# GENERAL INFORMATION

- 2-year olds:
  - **Must be age appropriate by August 1, 2020**
  - **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.
- 3-5-year olds:
  - **Must be age appropriate by December 1, 2020**
  - **Potty Training:** Children must be completely potty trained (indicating verbally that they need to use the bathroom, and **independent while in bathroom) and diaper/pull-up free**. We will work with you and your child, however, if after the first few weeks, we determine your child not to be completely potty trained, they will be removed from the program. Your child is welcome to re-enroll upon being completely trained, however we cannot guarantee that a spot will be open in the event this occurs.
  - **Outdoor Play:** Both preschool locations have playground areas for outdoor play. Students enjoy outdoor time frequently through the year.
- The school year runs from September 14, 2020-early June, 2021. Our program follows a schedule similar to the Spencerport Central School District. A calendar will be distributed at the beginning of the school year.
- Class schedules may change due to enrollment. You will be notified immediately of any changes. Minimum numbers are required for classes to run.
- **Drop Off and Pick Up:** An adult is expected to bring their child in/out of the building. Your promptness is appreciated. Repetitive, late pick-ups will be assessed at \$1 per minute per child. All adults on the account, as well as emergency contacts will be considered as acceptable pick-up persons. In addition, you may add up to two additional pick-up persons at the time of registration.
- **Indoor Play Time:** This time allows the children the opportunity to choose activities while interacting with other children. The classrooms are filled with toys, play equipment, puzzles, and more items designed to stimulate a child's imagination and natural curiosity.
- **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.

- **Holidays:** We celebrate holidays with parties or special activities (on or around that day). Notice will be given prior to this special 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.
- **Field Trips:** Field trips are scheduled throughout the school year. A parent/guardian is required to attend the field trip and stay with the child through the duration of the trip. An additional fee may be collected where necessary. The field trip will replace the in-school class time for the day.
- **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.
- **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.
- **Discipline:** We use a variety of different methods to help correct unacceptable behaviors, including positive reinforcement, redirection, and reminders. Occasionally, a child may be asked to sit for a few minutes for aggressive or repeated difficulties. Parents/guardians will be informed of situations that arise.
- **Student Behavior Policy:** Although aggressive and defiant behaviors can be commonly seen in preschool, we strive to encourage our students to "use words", "be kind", and show respect for others. We will work with parents to readjust negative and/or defiant behaviors (such as scratching, biting, hitting, using aggressive behavior, not following directions), our responsibility for the safety and welfare of others may dictate that after **(2) two** incidents we reserve the right to remove a child from our program. Refunds may not be given in the case of a removal.
- **Allergies:** Upon registration, please make us aware of any allergies or sensitivities your child may have, such as animals, foods (juice, dye, nuts, etc.), environmental, etc.
- **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 your child is kept home until **all symptoms** of any illness or condition (vomiting, diarrhea, fever, lethargy, severe coughing, rash, stomachache, earache, headache, head lice) have **subsided for at least 24 hours**.
- **Medications:** We ask that any medications your child requires be administered at home, before or after class. If you administer medications at home that may have an adverse effect on your child during the classtime (i.e. laxatives), please keep them at home. Our teachers will only administer emergency medication- epi pen or inhaler. If this type of 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.

- **Immunizations:** All students entering our program are required to submit proof of vaccinations or immunity to diphtheria, polio, tetanus, pertussis, measles, mumps, rubella, hepatitis B, varicella (chicken pox), HiB, and PCV.
- **Closings:** Please tune to our local news stations to find out Spencerport Central School closures. The OPR website and Facebook/Instagram pages will also be updated. In the event that Spencerport ELEMENTARY Schools:
  - are closed, all AM/PM Preschool classes will be cancelled.
  - are delayed, all AM/PM Preschool classes will be cancelled.
  - close early, all PM Preschool programs will be cancelled (\*Exception- PM Preschool classes that are already in progress will finish out their class).
- **Absences:** We appreciate a call/email when your child is sick or will be absent:
  - Little Red Schoolhouse Preschool (LRSPK)...352-2119; [lrspreschool@ogdenny.com](mailto:lrspreschool@ogdenny.com)
  - Ogden Community Center Preschool (OCCPK)...617-6173; [occpreschool@ogdenny.com](mailto:occpreschool@ogdenny.com)
  - Twos Preschool ...617-6174 (OCC)/352-2119 (LRS); [twospreschool@ogdenny.com](mailto:twospreschool@ogdenny.com)
- An open house will be scheduled prior to the start of the school year. You will be able to bring in any supplies, see the classroom, and meet the teachers.
- Please check your [www.ogdenparksandrec.com](http://www.ogdenparksandrec.com) account information periodically to confirm all information is up-to-date. We strongly encourage your email notification settings be set to accept emails for general notices and cancellations. From time to time, your email setting may deactivate due to internal email bounce backs or full-inboxes. Please check this periodically to continue receiving emails.

# REGISTRATION INFORMATION

- **WHEN TO REGISTER:**
  - Current Enrollees can register **beginning** 12:00AM, March 16, 2020. Please note: A Current Enrollee is one who is currently enrolled in our 2019-20 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** 12:00AM, March 30, 2020.
  
- **HOW TO REGISTER:** Registration **must** be completed online at [www.ogdenparksandrec.com](http://www.ogdenparksandrec.com). Create an account if you do not already have one. Add the programs you are registering for to your cart. Upon checkout, you may choose to pay online or print a registration form and bring it in/mail it in to our Administrative Office with payment. **Your spot is only secured with registration and payment.** Space is limited; you may only register at one location. The following documents are required upon registering. We highly recommend uploading these documents prior to registration. These may be uploaded into your account by going to the account member and scrolling to the bottom of the screen to 'required documents'.
  - Current Medical Records
  - Current Immunization RecordsIn addition, you will be required to complete custom forms for the following:
  - Emergency Medical Information Form
  - Health History FormThese may be completed ahead of time by going to the member and scrolling to the bottom of the screen to 'custom forms'. Select and complete each form to add it to your account.
  
- **FEES:**
  - Monthly Tuition Fee: 10 total payments
    - Upon registration, your 1<sup>st</sup> payment (registration fee) is due. This payment will automatically be applied to the month of June.
    - The remaining 9 payments are due **before** the 1<sup>st</sup> of each month (September through May). Payments may be made in advance.
    - 2 days/week- \$100 R/\$105 NR per MONTH per child
    - 3 days/week (regular session + optional Friday class)- \$140 R/\$145 NR per MONTH per child
    - Payments made me made online by signing into your account at [www.ogdenparksandrec.com](http://www.ogdenparksandrec.com) or in-office
    - Payments accepted include cash, check, money order or credit (credit/debit payments incur a 1.85% + \$.25 processing fee. This fee is not refundable.)
  - Late Fee: Payments received on/after the 1<sup>st</sup> of each month will incur a late fee of \$25 per person. Removal from the program may take place if the monthly payment and late fee are not received.
  
- **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 2-4 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 24, 2020. There is a \$25 processing fee for all withdrawals prior to 12:00pm, July 24, 2020.
    - Registration fee (including non-resident fee) is non-refundable after 12:00pm, July 24, 2020.
  - If you choose to withdraw during the school year, you must do so prior to the 1<sup>st</sup> of the month. We cannot refund months that are already in progress.

# PAYMENT POLICY

Pay online: Log onto your account at [www.ogdenparksandrec.com](http://www.ogdenparksandrec.com). Online payments incur a 1.85% + \$.25 processing fee (the processing fee is not-refundable).

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

Payments accepted: Cash, Check or Money order (made out to the Town of Ogden), or Debit/Credit (Visa, Mastercard, Discover; all credit payments incur a 1.85% + \$.25 processing fee.)

1. Payments are due by the first of each month, September through May (9 payments). Payments are due regardless of: weekends, holidays, school closings, Town of Ogden closings, postage date, family vacations, or illness. Payments may be made in advance.
2. A late fee of \$25 will be assessed for payments received on/after the first of each month.
3. Payments can be made online, 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 write the child's name in the memo section of the check or on the outside of envelope if making an in-office payment. 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. We will accept bank checks. Automatic payments can be set up through your bank.
8. Sorry, we cannot accept post-dated checks.
9. 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.
10. Receipts will be provided when payment is processed. **Please keep all receipts.** Receipts may be accessed from your online account at [www.ogdenparksandrec.com](http://www.ogdenparksandrec.com).
11. End of the year statements may be accessed from your online account at [www.ogdenparksandrec.com](http://www.ogdenparksandrec.com). Our tax # is 16-6002328.
12. Any records reprinted by our office may incur a fee of \$.25/copy and be subject to a 1-2 week wait time.