

**TOWN OF OGDEN
PARKS AND RECREATION DEPARTMENT**

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



**2019-2020
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!

<p>Little Red Schoolhouse 416 Washington Street Adams Basin (585) 352-2119</p> <p>2 year olds: Tuesday/Thursday 9:15-11:15am</p> <p>3 year olds: Monday/Wednesday 9:00-11:30am 12:30-3:00pm</p> <p>4-5 year olds: Tuesday/Thursday 9:00-11:30am 12:30-3:00pm Friday (optional 3rd day) 9:00-11:30am</p>

<p>Ogden Community Center 269 Ogden Center Road Spencerport (585) 617-6173</p> <p>2 year olds: Monday/Wednesday 9:15-11:15am</p> <p>3 year olds: Tuesday/Thursday 9:00-11:30am</p> <p>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</p> <p>*for consistency, please register for the same M/W/F timeslot</p>

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--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 and their parent/adult chaperone will enjoy several field trips throughout the year.

GENERAL INFORMATION

- 2-year olds:
 - **Must be age appropriate by August 1, 2019**
 - 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 the playground before or after class (or any other time).
- 3-5-year olds:
 - **Must be age appropriate by December 1, 2019**
 - 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, we will remove your child 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. You are welcome to enjoy the playground with your child before and after class.
- The school year runs from September 9, 2019-early June, 2020. Our program follows a schedule similar to the Spencerport Central School District. A calendar will be distributed to parents.
- 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/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. Repetitive, late pick-ups will be assessed at \$1 per minute per child.
- 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, dress ups, etc. 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. We will remind you of any food allergy concerns.
- 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 will not be given in the case of a removal.
- Allergies: 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 OPRD website and Facebook page 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
Ogden Community Center Preschool (OCCPK)...617-6173; occpreschool@ogdenny.com
Twos Preschool ...617-6174 (OCC)/352-2119 (LRS); twospreschool@ogdenny.com

REGISTRATION INFORMATION

- WHEN TO REGISTER:
 - Current Enrollees can register beginning at 8:30am, March 11, 2019. 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 25, 2019.
 - Enrollees- We will not accept registrations before March 11 (Current Enrollees) or March 25 (New Enrollees). All registrations received before March 11 or March 25 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. We are not able to accommodate faxes/emails with registration information. 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 \$30 *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 26, 2019. There will be a \$25 processing fee for all withdrawals prior to 12:00pm, July 26, 2019. After 12:00pm, July 26, 2019 the Registration Fee is non-refundable.
 - Non-resident Fee: One-time (per school year) fee of \$30 *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. Removal from the program may take place if the monthly payment and late fee are not received within the timeline designated by the 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 26, 2019. There is a \$25 processing fee for all withdrawals prior to 12:00pm, July 26, 2019.
 - Registration fee (including non-resident fee) is non-refundable after 12:00pm, July 26, 2019.
 - 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. 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.** Any extra receipts will be charged at a rate of .25 per copy. **End of the year statements are available upon request.** 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. Schedule is subject to change. Changes will be posted.

Payment for:	Due on or before:	Add \$25 late fee after:	Child removed from roster on:
September	August 29, 2019*	3:00pm	September 13, 12:00pm
October	September 27, 2019	3:00pm	October 11, 12:00pm
November	October 25, 2019	3:00pm	November 8, 12:00pm
December	November 22, 2019**	3:00pm	December 6, 12:00pm
January	December 20, 2019**	3:00pm	January 3, 2020, 12:00pm
February	January 31, 2020	3:00pm	February 14, 12:00pm
March	February 28, 2020	3:00pm	March 13, 12:00pm
April	March 27, 2020	3:00pm	April 9, 12:00pm*
May	April 24, 2020	3:00pm	May 8, 12:00pm

* August 29, 2019 & April 9, 2020 is a THURSDAY.

** Payment is due BEFORE Holiday Break week.