

**TOWN OF OGDEN
PARKS AND RECREATION DEPARTMENT**

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

www.ogdenparksandrec.com



**2024-2025 School Year
3- and 4-year-old Preschool Program
Program Information Guide**

*** PLEASE READ ALL PAGES THOROUGHLY ***

NOTE:

Our program is subject to change at any time based on CDC, NYSDOH, and Monroe County guidelines.



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

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.



Class Days and Times:

<p>Ogden Community Center Preschool (OCC) 269 Ogden Center Road Spencerport (585) 617-6173</p> <p>3-year-olds: Tuesday/Thursday 9:15-11:45am 12:30-3:00pm</p> <p>4-year-olds (PK): Monday/Wednesday 9:15-11:45am Friday (optional 3rd day*) 9:15-11:45am</p>
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Classes not reaching the minimum number of enrollees may be cancelled or combined. Maximums vary by 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. Children may participate in field trips throughout the year.



ABOUT THE 4-YEAR-OLD (PK) 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 may enjoy field trips throughout the year. This program is alternatively referred to as our PK Program.



GENERAL INFORMATION

- Age Requirements:
 - **3-Year-Old Program: Must be age appropriate by October 1, 2024**
 - **4-Year-Old Program: Must be age appropriate by December 1, 2024**
 - Children may not move up a grade (i.e., from 3-year-old to 4-year-old), but may be able to move down/repeat a level after evaluation with our teachers.
 - 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. 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 an open spot for their return.
- The school year runs from September 2024-early June 2025. Our program follows a holiday/break schedule similar to the Spencerport Central School District (changes will be communicated). 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 to the South Recreation Entrance for drop-off and pick-up. Your promptness is appreciated as arrival/departure time helps with routine and consistency. 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.
- 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. Use of the gymnasium provides opportunity for large motor development.
- Outdoor Play: Our preschool has a playground and grass area for outdoor play. Students enjoy outdoor time frequently through the year.
- Snacks: An individual-portioned snack is supplied on most days; however, various times throughout the year parents may be asked to bring in a pre-packaged treat for parties or special activities.
- Birthdays: A birthday is a very special day for a child of this age. A small part 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 these special days.

- **Field Trips:** Field trips may be 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 via email/backpacks and will provide information about what activities and themes your child will be enjoying.
- **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:** Our Illness Policy, including quarantines, will align with current CDC, NYSDOH, Monroe County, NYSED, and Spencerport School District guidelines. If your child is sick, please keep them at home. Children will be separated from the class and sent home if they are showing any signs of an illness; we will err on the side of caution.
- **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. Changes to this list will be announced.
- **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 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. Excessive absences may result in removal from our program.
- Our program will align with/comply with/reference CDC, NYSDOH, Monroe County, NYSED, and Spencerport School District health and safety procedures and guidelines. Your child's health and safety are of utmost importance. Our program is subject to changes and closures at any time based on these references, procedures, and guidelines.
 - The wearing of an approved facial covering may be implemented at any time for the health and safety of our students and staff.
- A 'meet and greet' 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 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. We are not responsible for emails not received due to inactive accounts or incorrect email settings.
- Upon communication with the individual account holder, OPR reserves the right to:
 1. Cancel the registration of any child that does not meet age or registration requirements.
 2. Cancel the registration of any child that does not have completed, up-to-date documents uploaded to their account upon registration.
 3. Cancel the registration of any child that is behind on payments, including late fees.
 4. Change the requirements needed for enrollment at any time prior or during the school year.
 5. Transfer payments from one month to another, as necessary.



REGISTRATION INFORMATION

- **WHEN TO REGISTER:**

- Current Enrollees can register beginning at 6:00am, Wednesday, March 6, 2024. 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 6:00am, Tuesday, March 12, 2024.
- Enrollees- We will not accept registrations before March 6 (Current Enrollees) or March 12 (New Enrollees). All registrations received before March 6 or March 12 will be rejected. This may cause delays and could result in your exclusion from the program of your choice.

- **HOW TO REGISTER:** Registration **must** be completed online at www.ogdenparksandrec.com. Create a household account if you do not already have one and add all family members (*Note: a family member is one whom resides in the same household). You will need to add your child as a member. Add the programs you are registering for to your cart. Upon checkout, your online payment for registration is required. **Your spot is only secured with registration and payment.** Space is limited; you may only register for one time slot (AM or PM). Please note: the REGISTRATION FEE (June/Month 10) payment is required to reserve your spot. All other payments can be made based upon the payment schedule.

***IMPORTANT NOTE:** Our Preschool Program is a high-demand item. 15 minutes is allotted to check out. Once a program is in your cart, it is not available for others. Therefore, due to our limited openings, programs may fill quickly.

The following documents are required upon registering. We highly recommend uploading these documents under your child's name prior to registration. These may be uploaded into your account by going to the child you plan to register and scrolling to the bottom of the screen to upload 'required documents'. Emails/faxes of this documentation will not be accepted.

- Current Medical Records (if you visit the doctor after registration, please upload new records)
- Current Immunization Records (if you visit the doctor after registration, please upload new records)

In addition, you will be required to complete the following custom form. This may be completed ahead of time by going to the member and scrolling to the bottom of the screen to 'custom forms'. Select the form and complete to add to the member's account.

- Preschool Registration: Emergency Medical Information Form

- **FEES:**

- Registration Fee: Made at the time of registration. This payment will automatically default to June/Month 10 by our Registration software. The registration fee is refundable (minus a 25% processing fee) until 12:00pm July 8, 2024.
 - 2 days/week- \$115 R/\$125 NR
 - 3 days/week- \$160 R/\$170 NR (2 days a week/payment + optional 3rd day addition)
- Monthly Tuition Fee: 9 total payments
 - Payment is due **before the 1st** of each month (September through May). Payments are accepted in advance.
 - 2 days/week- \$115 R/\$125 NR per MONTH per child
 - 3 days/week (regular session + optional Friday class)- \$160 R/\$170 NR per MONTH per child
 - Payments accepted online by signing into your account at 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.) Cash/Check/Money order payments accepted in-person by bringing payments to the Ogden Parks and Recreation office prior to the deadline.
- Late Fee: Payments received on/after the 1st of each month will incur a late fee of \$25 per person. Removal from the program may occur if the monthly payment and late fee are not received within 30 days of due date.

- **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 8, 2024. There is a 25% processing fee for all withdrawals prior to 12:00pm, July 8.
 - Registration fee (including non-resident fee) cannot be refunded, credited, or transferred after 12:00pm, July 8, 2024.
 - If you choose to withdraw during the school year, you must do so prior to the 1st of the month. We cannot refund months that are already in progress. The registration fee will not be refunded, credited, or transferred.

PAYMENT POLICY

Pay online: Log onto your account at www.ogdenparksandrec.com. Online payments incur a 1.85% + \$.25 convenience processing fee (this 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 convenience processing fee.)

1. Payment is due **BEFORE THE 1st** 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. Accounts that carry a late balance for more than 30 days may result in cancellation from the program.
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. The new payment must be made in cash.
7. We will accept bank checks. Automatic payments can be set up through your bank. Please note the student on your check.
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.
11. End of the year statements may be accessed from your online account at 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.