Welcome to Beginnings Preschool. Thank you for considering Beginnings as your child’s preschool. Our main focus is to prepare your child for Kindergarten and beyond while having fun and providing a wonderful experience for both you and your child.

At Beginnings, we strive to offer a quality, nurturing, and a productive learning environment for your preschooler. Your child will have the opportunity to learn and play with his/her peers in a variety of different ways. Various activities, both teacher led and student initiated, will allow for your child to grow into an independent preschooler.

Our curriculum is based on different themes or units. We will spend a week (or more) on a particular topic. Some topics covered throughout the school year include water, seasons, holidays, shapes, and many more! This approach will allow us to spend a great deal of time on different projects, reading, and play related to each topic. When appropriate, special activities will be incorporated into our day (special snacks, visitors, activities etc...).

We are looking forward to working with you and your child during the upcoming school year! Communication between school and home is extremely important to each child’s success so we encourage you to contact us at any time if you have any concerns regarding your child.

We know that choosing a preschool for your child is a very important decision for the entire family. We have additional information available at our website, www.beginningspreschoolny.com to further assist you in your decision. We look forward to hearing from you and hopefully working with you and your child this upcoming school year!

To ensure the most successful and productive school year, Beginnings follows certain rules, regulations, and policies. These policies are for the safety of your child, other children in the program, as well as the teachers.

Michelle Millman
Brittany Alexander
Beginnings Preschool
Beginnings Preschool
Policies

Schedule, Hours & Tuition:
Beginnings Preschool offers full day preschool – 10 month program from September through June. Our school day begins at 9:00 am and ends at 3:30 pm. We offer before and after preschool care beginning two hours before school (7:00 am – 9:00 am) and one hour after school (3:30 pm - 4:30 pm). Before and after school care is charged at an additional rate of $8.00 / hour to the school day and must be approved by the school ahead of time. If your child arrives late to school, you cannot extend your school day to make up for time lost.
**Please contact us for our current academic tuition**

Payment:
Payment is due in full the first of each month for the upcoming month of school. Full tuition is still paid in the case of holidays, snow days, delays, and abbreviated weeks or months. We understand that for some families this may be difficult due to pay schedules. If you have any problems, please notify the school so arrangements can be made. All other pay arrangements are made at the discretion of Beginnings Preschool and are strictly on an individual basis. There will be a $35.00 returned check fee.

If two or more children from the same family are enrolled in Beginnings Preschool the same year a 10% discount is offered on the lesser tuition.

A 5% discount is offered for students who pay their tuition in full. If payment is made in full, no refunds are available should a student leave Beginnings Preschool prior to graduation day.

Drop-off:
Mornings can be a very busy time for both students and parents. Each morning, as students arrive, they will be greeted by the teachers and begin to put their belongings in their cubby (labeled with each child’s name). After each child has put away his/her belongings, they will participate in free indoor playtime. This allows children to begin the school day and prepare for upcoming activities while all students arrive at school. This also allows for teachers the time to speak with parents or address other issues that may arise during the morning (change in pick-ups or special directions from a parent).

Pick-Up:
Just like drop-off, pick-up time is also a very busy time! For the safety of all children, it is necessary that at least one teacher is aware of who each child is leaving the school with. NYS law requires that only previously approved people may pick up a child. If for some reason, your child needs to be picked up by someone that is not listed on your approved pick-up list, we will need a note in writing. In emergency cases, we can accept a phone call. We know that this may be an inconvenience to you at times, but the safety of all children is our first priority. During school hours, both the front (main entrance) and back door will be locked for the safety of all children. Please use the bell located at the main entrance for admittance into the building. We will unlock the door at 3:30 for pick-up. If you need to pick up your child earlier on a particular day, please let one of the teachers know or write a note to be sent to school so we are aware of this.
Toys:
Beginnings Preschool is well equipped with age appropriate toys for all students to play with throughout the day. We ask that students do not bring toys from home. If a child does bring a toy to school, it will be left in his/her cubby for the day. Please know that Beginnings Preschool is not responsible for lost or broken toys brought to school.

Fire Drills:
NYS law requires that we complete monthly fire drills. Fire drills may occur at any point during the day. Because of this, students must keep their shoes on at all times.

Shelter in Place:
Shelter in Place is a response to an emergency that creates a situation in which it is safer to remain in the building rather than to evacuate. Generally, Shelter in Place means simply staying indoors. Some situations that might require sheltering in place are severe weather conditions, extreme temperatures, or a public disturbance. During this drill or actual emergency, students will be engaged in safe and quiet activities. Per OCFS regulation, Shelter in Place will be conducted twice in a school year. Parents will be notified in advance of a Shelter in Place drill. If there is an emergency, all families will be contacted via telephone.

Relocation Sites:
If for any reason we need to evacuate the preschool building, we have two relocation sites:
Primary Relocation Site: Community Bank, 4141 Route 28, Boiceville, NY (845) 657-8733
Secondary Relocation Site: Sunoco Gas Station, 4131 Route 28, Boiceville, NY (845)657-2033

Outside Play:
We will play outside on the playground at least once a day (usually twice/day), including during the winter. In cases of extreme weather (thunderstorms, heavy rain/snow) we will have our playtime inside. Since we will be going out during winter months, each child must have proper clothing with them. These items include snow pants, winter jacket, snow boots, gloves, and hats.

Clothing:
We ask that you send a complete extra set of clothing to school. We will keep each child’s clothing labeled with his/her name at school in a storage box or backpack. Please do not bring items in a plastic bag because it’s a choking hazard. In the event that a child needs to use the extra clothes, we will send the clothing home and ask that you replace whatever the item was.

Lunch/Snack:
Both lunch and snack is parent provided. Please inform the school of any allergies that your child has since we may have to notify other parents of food restrictions (such as peanut butter). All preschoolers will have two snacks (morning/afternoon) and lunch at 12:00.
Make-Up Days:
School days that are missed due to snow days or illness can only be made up within the same month in which the day was missed. Make-up days cannot roll over from month to month. These days can be made up based on availability at school, discretion of staff, and are not guaranteed. In the event of bad weather please check our website, beginningspreschoolny.com, cancellations.com, and our Facebook page for any delay/closing information.

Nap / Rest:
We do not have a designated nap / rest time. If your child falls asleep during school hours, they will be placed either on the reading rug or playtime rug. Your child will not be disturbed until they wake up. When your child wakes up, they’ll continue the rest of the school day.

Illness:
If your child is mildly ill, suffering from a cold, ear infection, or low grade fever, or any other illness that does not pose a threat to any other student at school, they may still attend school. Mildly ill children are able to participate in regular activities with minor accommodations such as more quiet time or special foods to eat. In the event that a child becomes ill during school hours, the parent/guardian will be notified by the school. If the child is vomiting or showing signs of infection, rash, diarrhea, or a persistent fever the parent/guardian will be asked to pick the child up from school. The child must remain out of school until his/her symptoms clear and are fever free without medication for at least 24 hours. If your child develops a contagious illness (such as pink eye, strep throat etc…) please notify the school so that we can send a memo home to parents that their child has been exposed to the illness.

The director is MAT (Medication Administration Training) certified. The director is able to administer prescription medication to your child while at school. Please see us for the proper forms that need to be filled out in order to do so.

Attendance:
Please inform us when your child doesn’t attend school.

Beginnings Preschool follows the Onteora School District calendar for all legal holidays, snow days, and delays. If Onteora dismisses early due to the weather, we’ll remain open but you are more than welcome to pick up your child early. In the event of a two hour delay, school will begin at 11:00 am. Before care will begin at 9:00 am. In the event of a three hour delay, school will begin at 12:00 pm. Before care will begin at 10:00 am.

Important Registration Information:
Our policies signature page, medical statement of child in childcare (must be completed yearly), and Office of Children & Family Services Day Care Registration paperwork must be completed before admission to Beginnings Preschool.

We hope that making our policies clear will help make our year a safe, fun and productive one! As the year goes on, we may notice reoccurring issues or problems and will notify parents/guardians as they happen. If you have any questions, concerns, or comments at any point during the year, please contact us. We are looking forward to beginning our school year and getting to know you and your child!
BEGINNINGS PRESCHOOL
CLASS OFFERINGS WORKSHEET

Child’s name: _____________________________________

Please mark “X” in the session(s) in which you wish to enroll your child

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Parent Signature __________________________________ Date _______________
BEGINNINGS PRESCHOOL REGISTRATION FORM

Form Completed On (Date): ______________________

Student’s Name: ________________________________

Date of Birth: __/__/______ Age: ____ Sex: Male / Female (circle one)

Address: ______________________________________

City:_________________________ State: _______ Zip: _________

Mother’s / Guardian Name: ________________________________ Home # __________________________

Address: ______________________________________       Cell # __________________________

City: ________________ State:______ Zip:_______       Work #___________________________

Father’s / Guardian Name: ________________________________ Home # __________________________

Address: ______________________________________       Cell # __________________________

City: ________________ State:______ Zip:_______       Work #___________________________

Please provide the name(s) of who will be picking up your child

Authorized Pick-up 1:

Name: ________________________________________       Home # __________________________

Address: ______________________________________       Cell # __________________________

Relationship to Child ______________________________

Authorized Pick-up 2:

Name: ________________________________________       Home # __________________________

Address: ______________________________________       Cell # __________________________

Relationship to Child ______________________________

Authorized Pick-up 3:

Name: ________________________________________       Home # __________________________

Address: ______________________________________       Cell # __________________________

Relationship to Child ______________________________
Are there any special circumstances of which the school should be aware (for example, single parent home, adoption, grandparents living in the home, etc...)?

_____________________________________________________________________________________

_____________________________________________________________________________________

Please describe your child and share anything that you think is important for us to know.

- What is your child’s personality?
- What does your child like?
- What does your child dislike?
- What helps to comfort your child when they’re upset?
BEGINNINGS PRESCHOOL

- I have read and understand Beginnings Preschool Registration including rules, policies, and regulations.

  Parent or Guardian Signature: ____________________________ Date: ______

- I hereby authorize Beginnings Preschool to secure emergency medical treatment for my child if the parents, guardians, or family physician cannot be reached

  Parent or Guardian Signature: ____________________________ Date: ______

- Throughout the year, we take the children’s pictures. We would like to use some of these pictures in local publicity releases, Beginnings Preschool website & Facebook page. Please indicate your permission for us to use your child’s photograph in this way.

  Parent or Guardian Signature: ____________________________ Date: ______

- I understand and agree to comply with its terms, including responsibility for payment

  Parent or Guardian Signature: ____________________________ Date: ______