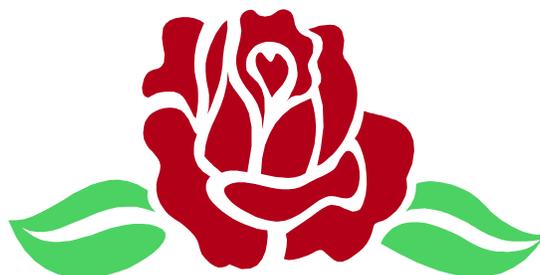


English Rose Day School Parent Handbook



School Year 2021-2022

Address: 16 Weathervane Drive
Washingtonville, NY 10992

Phone: (845) 496-4455

Fax: (845) 496-3520

Website: www.englishrosedayschool.com

English Rose Day School Parent Handbook

Welcome to English Rose Day School.

I would like to congratulate and thank you for deciding to join our school. At English Rose we pride ourselves on the love, care, attention and discipline we provide to our students. We are confident that in time, you will agree this is the finest choice you have made for your child.

We are a private school, privately owned and operated. We are not affiliated with any school district or other child based programs. Our philosophy is taken from the American and British approach to education. We feel we have the perfect approach to your child's individual learning needs.

I established the school 27 years ago functioning as the owner and director of studies. In the intervening years we have continued to grow and successfully provide a great place for children to learn, grow and develop. Our goals are designed with keeping your child safe, secure, & happy while at the same time working toward the enrichment of young minds.

This handbook was designed to answer many questions you may have about the school and its policies. If your question is not answered, please feel free to contact our office at any time.

I would like to extend a sincere welcome. Along with my staff, I look forward to a long and happy relationship with you and your family.

Sincerely

Mandy Ives
Owner/Director

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The Basics

General Information

English Rose is located at 16 Weathervane Drive, Washingtonville, NY 10992. We accept children from 3 months of age through 12 years old. We are open from 6:30am to 6:30pm. We offer Infant, Toddler, Pre School, Kindergarten, Before School, After School, and Closure Programs. We also operate a Summer Camp program for children Infants through 5th Grade.

Our phone number is 845-496-4455, our fax number is 845-496-3520, and our email address is rosedayschool@hotmail.com. We also have a website www.englishrosedayschool.com and a Facebook Page – English Rose Day School.

Philosophy & Goals

Our philosophy is taken from the American and British approach to education. We feel we have the perfect approach to your child's individual learning needs.

Our main goal is to ensure our program is designed to create a fun and exciting learning experience for your child. We achieve this by implementing the nationally recognized Creative Curriculum model in our classroom and exposing your child to the following:

- ❖ Music
- ❖ Writing & Drawing
- ❖ Movement & Exercise
- ❖ Counting, Math & Science
- ❖ Open Ended Art
- ❖ Development of Motor Skills (fine and gross)
- ❖ Development of Social Skills
- ❖ Outside Play Time
- ❖ Foreign Language (currently on hold due to Covid)
- ❖ Multicultural Environment
- ❖ Life Skills

Our goals include:

- ❖ Providing a safe, supportive and caring environment.
- ❖ Ensuring your child receives instruction, consistent with their age, needs and circumstance.
- ❖ Providing your child with structured learning time and free creative playtime.

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- ❖ Stimulating young minds to encourage active and inquisitive learning.
- ❖ Making learning lively and fun.

Schedule

During the school year (September through June), we are open from 6:30am until 6:30pm. During July and August, we may vary our hours depending on the needs of our parents.

We are open all year-round, with the exception of major holidays, and for 2022, we will be closed for one week from July 4th to July 8th 2022. We also offer a bridging program from the end of summer camp until the start of school and between the end of our school year and the beginning of summer camp.

Every year, we update and distribute the English Rose Calendar. This calendar details many important dates so please take some time to review it carefully.

English Rose is closed for the following major holidays depending on when they may fall:

- ❖ Labor Day
- ❖ Thanksgiving Day and the day after
- ❖ Christmas Eve
- ❖ Christmas Day
- ❖ New Year's Eve
- ❖ New Year's Day
- ❖ Good Friday
- ❖ Easter Monday
- ❖ Memorial Day
- ❖ July 4th

If any of the above holidays fall on the weekend, we may choose to close on the Friday prior or Monday following the holiday.

Dropping off & Picking up

At all times, we concern ourselves with the safety of your child. In that regard, children are not allowed to walk in or out of the building unsupervised. Due to the need to make adjustments as a result of COVID, our screening stations are at each end of our building, and your child will be taken to their respective classrooms by one of our staff, if they are in one of our upstairs classrooms. If your child is in one of downstairs classrooms, your drop off and pick up would be directly at your child's classroom.

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During the registration process you are required to complete a “designated pick up list”. This list will tell us who you are allowing to pick up your child. We will ask anyone picking up a child and who is not familiar to us, (including parents) for a picture ID in order to verify their identity. We’re sorry, but we do not allow anyone under the age of 18 to pick up or drop off (even if mom or dad is sitting in the car).

Closure / Snow Days

To assist working parents, English Rose operates a “Closure Program” during most days that public school is closed for holidays of any type or weather closures. This includes minor holidays, spring break, Christmas break, inclement weather, and snow days. It does not, however, include days such as the ½ days when the public schools conduct their conference days. You can register for our Closure Program on an annual basis, which guarantees a spot for your child. You can also register on an as needed basis and pay a per diem charge (see the office for details). On closure days, we offer a recreational program for the children. Please see our calendar for our scheduled closure days for the upcoming school year. The closure program does not apply to school closures or remote learning as a result of COVID.

When we have an unscheduled closing, or delayed opening, we will post an alert on our Bloomz app, which all parents are invited to join upon enrollment. We will also post a message on our Facebook page. If we need to close early, due to an unforeseen emergency, we will again alert all families through our Bloomz app. At no time, will we ever leave a child unsupervised, and we will remain in the building until all children are collected safely.

Our Snow/Inclement Weather Policy is as follows:

Below you will find our general policy for snow & inclement weather closings and delays. There are times we may deviate from this policy to ensure the safety of staff and students. During the months where bad weather is imminent, please remember to check for Bloomz alerts and our Facebook page regularly for updates.

Washingtonville School District Closed

If the Washingtonville School District is closed due to snow or inclement weather, English Rose will run our Closure Program only. English Rose will open at 7.30am for infants, toddlers, & all children registered with us for our closure program only. English Rose also reserves the right to close the center in the event of extreme inclement weather, if we feel that it could endanger our staff trying to get to and from the center.

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Washingtonville School District AM Delayed Opening - Our classes begin as follows -

Early bird – all ages	- 7.30am
Before School – all ages	- 8.00am
Infant and Toddler Program	- 9.00am
Pre-K 3's/4's – AM session	- 10.00am
Pre-K – FD	- 10.00am
Full-Day Kindergarten	- 10.30am

Washingtonville School District Early Dismissal – our English Rose building will remain open unless the English Rose office determined that due to the severity of the weather we need to close earlier. Full-day classes continue to operate as scheduled (infants, toddlers, full day pre-k). Morning classes will dismiss at 11.30am. Full day kindergarteners will be dismissed onto their respective buses as per the district dismissal time.

All school age children registered for our after-school and/or closure programs will be bussed to English Rose from their respective schools as per the districts dismissal times.

If your School Age child is registered with us for our closure program there is no charge for them to remain at English Rose for the remainder of the day with us. If your child is registered with us for “per diem” closure you would be billed for the early dismissal day. If you have a child in our full day Kindergarten class, please email or call the school to let us know if your children will be staying with us for the remainder of the day, going on the bus if they normally would take the bus, (F/D Kindergarten only), or being picked up. If your child is being picked up by someone who is NOT on your designated pick up list, we can no longer take these instructions verbally. An email or fax would need to be sent to the school.

If your child is school age and registered with us for after-school only, there will be a \$25 charge for your child to remain with us for the extended afternoon, from the time of the early dismissal.

In the event that the weather worsens during the afternoon period, English Rose reserves the right to begin calling parents, and emergency pick up people to collect the children to ensure the safety of all our families and staff members.

About the Staff

Qualifications

We are very selective about our staff. All of our head teachers hold a 4-year degree or a CDA depending on the level they are teaching. Many of our head teachers also hold a Master's degree. In addition, they all have extensive experience with working with children. Every staff member at English Rose is subject to a NY State background check in addition to an FBI background check, as is required by our collaboration with the Childcare Aware program for Military families.

Staff Development

In addition to fulfilling any educational requirements, the majority of all staff holds a current CPR and First Aid certification. Additionally, each staff member is required to complete specialized in-service training hours as per the New York state regulations. We also have multiple staff who are MATS trained through the state to be able to administer medication should your child need it during the school day.

Subs & Volunteers

In addition to our existing staff members, English Rose employs parents to work as subs. These subs follow the same clearance procedure as our employees. During various times of the year, your child's teacher may call upon you to volunteer. Volunteers are used during many of the parties we have in your child's classroom.

NOTE: Currently due to COVID parents and volunteers are not permitted into the building at this time.

Programs Available

Infant/Continuity Program

This program is designed with our working families in mind. This is for children 3 months up to 18 months, or through 2 years 9 months for our continuity rooms. Families can choose our full day program, which runs from 9am-3pm or choose our extended day programs which run from 7am-9am and 3pm-6pm, or early bird drop off at 6.30am and 6.30pm pick up. This program runs for 12 months except as indicated earlier in the handbook for our closed days. If your child is registered to our continuity rooms, your child can remain in this room with his/her caregivers and classmates, until ready to move to our Pre-K 3's program. Some things to note about this program:

- ❖ We maintain a 1:4 teacher-child ratio for this age group.
- ❖ You can choose from 1 to 5 days a week.
- ❖ We provide freshly laundered sheets for your child's crib. Please bring in for your child any special blanket, comfort item or pacifier that they may need during this time.
- ❖ Please send your child to school with all of their meals and snacks prepared. Prepared bottles need to be in an insulated bag with an ice pack. We do not have enough room in our refrigerators to store bottles.
- ❖ You need to supply diapers, wipes and any creams.
- ❖ If you are enrolled in our Infant program or Continuity program, you are automatically enrolled in our closure program (see details below).

Toddler Program

This program is designed with our working families in mind. This is for children 18 months up to 2 years 9 months (as of September of the current school year). You can choose our full day program, which runs from 9am-3pm or choose our extended day programs which run from 7am-9am and 3pm-6pm, or early bird drop off and pick up 6.30am drop off and 6.30pm pick up. This program runs for 12 months except major holidays and major snowstorms. Some things to note about this program:

- ❖ We maintain a 1:5 teacher-child ratio for this age group.
- ❖ You can choose from 1 to 5 days a week.
- ❖ Naptime is after lunch. We provide freshly laundered sheets for your child's cot. Please allow your child to bring any special blanket, comfort item or pacifier that they may need during this time.
- ❖ Please send your child to school with a packed lunch, 2 snacks and a reusable water bottle in an insulated bag.
- ❖ If your child still requires a bottle during the day, you can bring in prepared bottles that are clearly labeled with your child's name. Please include instructions as to when the child can have the bottle. We discourage children from walking around the classroom during the day with a bottle or pacifier.
- ❖ You need to supply diapers, wipes and any creams.
- ❖ If you are enrolled in our Toddler program, you are automatically enrolled in our closure program (see details below).

3-Year Old Pre-School Program

This program is for children who are 3 years old by December 1st of the current school year. This program is designed as an introduction to initial separation from home and parents, if your child has not been in any of our prior programs. Our goal is to work on integrating social activities, self-esteem and recognizing and managing emotions. We aim to stimulate growth, development, and confidence in your child and encourage their growing independence. This is considered to be a pre-school primer. Some things to note about this program:

- ❖ We maintain a 1:7 teacher-child ratio for this age group.
- ❖ You can choose from 1 – 5 days a week for our AM or full day session.
- ❖ The AM session runs from 9 – 11:30am. Our full day session runs from 9 – 2:45pm.
- ❖ Children need to be close to potty trained if possible. We will work with your child to get them to where they need to be.
- ❖ During the year, we schedule 2 parent teacher conferences. One of those will be optional. During the other we urge you to meet with your child's teacher. Due to COVID these will be conducted via zoom or by phone.

4-Year Old Pre-School Program

This program is designed for children who are 4 years old by December 1st of the current school year. It is truly a pre-kindergarten forum designed to allow children to take the next step of their learning and development. It is conducted in a whole language setting. We work with the Creative Curriculum which is a nationally recognized program. All of our staff have received training as they continually work with this program. The goal of this program is to prepare your child for Kindergarten and beyond. It is important for all students to develop a sense of their own independence and to develop their own personal confidence. Some things to note about this program:

- ❖ We maintain a 1:8 teacher–child ratio for this age group.
- ❖ You can choose from 1 – 5 days a week for our AM or full day session.
- ❖ The AM session runs from 9 – 11:30am. Our full day session runs from 9 – 2:45pm.
- ❖ During the year, we schedule 2 parent teacher conferences. One of those will be optional while for the other we urge you to meet with your child’s teacher. Due to COVID these will be conducted via zoom or by phone.
- ❖ Children need to be potty trained, or almost there.

Full Day Kindergarten Program

This program is designed for children who are 5 years old by December 31st of the current school year. This program is truly a comprehensive, all-encompassing Kindergarten. Our professional teachers are dedicated at working to ensure your child receives the best possible education to commence his/her academic school life. Upon successful completion of this program, your child can transfer to their next school directly into 1st grade, if you wish. Alternatively, your child could repeat Kindergarten in their next school, if you so wish. Some things to note about this program:

- ❖ We maintain low teacher child ratios. Bear in mind that an average Kindergarten in Public School has a ratio of about 22 students to 1 teacher. Our maximum Kindergarten class size is 18:2 (18 students to 2 staff members). We may also choose to have one teacher to a maximum of 10 students.
- ❖ This is a 5 day, full day program running from 8:30 – 2:45pm.
- ❖ During the year we schedule parent teacher conferences. Due to COVID these will be conducted via zoom or by phone.

Extra Year Program

This program is designed for children who are 5 years old by December 31st or have a January birthday, during the current school year. It is specifically designed for those children who have not yet enrolled in Kindergarten, but are age-appropriate or who

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miss the cut-off date. There are many reasons for giving your child that extra year. They can use this extra year to develop social skills or improve their academics. The children are combined with our Kindergarten class. Their level of academics is tailored to where they are academically, with a goal of working with each child to strengthen all of their skills.

Before School Program

This program is designed for children who are registered in any of the above programs or for Grade School Children up through when children turn 13 years old. This is a recreational program. Some things to note about this program:

- ❖ The before school program runs from 7am (6:30 for early bird) until school starts or until the busses arrive.
- ❖ If your child arrives after 7:45 (school age) or 8:15 (pre-K, Toddlers), we would expect your child to have eaten breakfast at home. If they arrive prior to this time, we would be happy to serve breakfast that you have supplied. Please remember we are a nut free/peanut free school. We can reheat food in the microwave in each room, but we cannot cook food from scratch.

After School Program

This program is designed for children who are registered for any of the above programs and for Grade School Children up to 13 years old. This is a recreational program. Some things to note about this program:

- ❖ The after school program runs from 2:45 until 6pm for those attending our school during the day. It begins as soon as the busses arrive for our school age children. We also offer late pick-up at 6.30pm.
- ❖ We provide the children with the necessary environment to complete their homework.
- ❖ There is a schedule, which allows for outdoor play, creative free play, homework, and snack time.

School Closure

This program is designed for any children who are registered in any of the above programs. This program runs most days when public schools are closed. We run a recreational program during these days. You can choose to register for the school year or on a per diem basis. This program does not apply to the current COVID closures, just the closure dates designated on our school calendar.

We reserve the right to amend any of our programs, due to insufficient enrollment or the need to readjust our classes.

Things to know about all programs

Curriculum

English Rose is an academic based early-childhood school. We have a comprehensive age appropriate curriculum for all ages. The curriculum is composed of structured learning time in small group and free creative learning through play. Our program is designed to create a fun and exciting learning experience for your child. Our creative curriculum model includes, but is not limited to the following:

- ❖ Music
- ❖ Writing and drawing
- ❖ Movement and exercise
- ❖ Counting, math & science
- ❖ Arts & Crafts
- ❖ Motor skill development
- ❖ Social skill development
- ❖ Outside play time
- ❖ French (not currently offer due to COVID)

Diversity

We do not discriminate against race, gender, religion, creed or disability. In accordance with the ADA, we will make every reasonable effort to accommodate children with disabilities

We celebrate many multicultural holidays throughout the year. If there is a holiday you would like us to celebrate, please talk to your child's teacher.

Clothing

Throughout the day, your child is involved in many activities, some of them messy, so please dress them in comfortable play clothes. Their clothing should allow for freedom of movement. We do use smocks for painting, but they don't always help so we urge against expensive and non-replaceable clothing. Girls may want to have shorts under their dresses, if being worn to school, since they may be climbing on the outside equipment. Jewelry should not be worn (other than stud earrings), as it can be caught and cause injury.

Please dress your child with the appropriate seasonal clothing as we do go outside whenever possible. Appropriate footwear should be worn which includes socks and shoes/sneakers appropriate for running (no flip-flops please).

Your child should have clothing that he/she can easily manage for bathroom purposes. Overalls and belts usually provide a bit of a problem for the children.

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On the first day of school, bring a complete change of clothing (season appropriate). Don't forget the underwear and socks. Label each article of clothing and place it all in a zip lock bag. In addition, a pair of shoes/slippers to be left at school as "inside" shoes, to be worn in the classroom.

Meals

Breakfast & Lunch

If your child comes for our before school program, you can send them in with breakfast (before 7:45 for school age or before 8:15 for Pre-K and Toddlers). If your child is with us for a full day please send them with a lunch and a refillable water bottle. We are able to heat breakfast and lunch items in a microwave (the food has to be thoroughly cooked).

Please be reminded we are a **nut free/peanut free school**. Please do not send your child with any food or snacks containing types of nuts, including peanuts. This could be life threatening to other children. If your child comes in with peanut butter, we cannot allow them to eat it. We can provide them with a school lunch at a cost to you of \$4.75. If you forget to send your child in with lunch, we will provide them with one of our lunches at a cost to you of \$4.75.

Snacks

If your child is with us for our ½ day program, one snack is sufficient for the morning, along with a refillable water bottle. If your child is with us for a full day, please pack 2 snacks for the day, along with the water bottle. If your child is with us for a full day plus our afterschool program, please include an additional snack for afterschool.

Outside Play

We go outside every day, in the AM, PM and during after school, except in severely inclement weather. Please make sure your child is dressed appropriately for the weather. This includes wearing gloves & hats during the winter.

If your child is too ill to be outside, then your child is probably too ill to be at the center and would need to be at home.

Field Trips

We encourage external field trips in order to stimulate children and expose them with new and exciting information. We aim to visit a range of places that are educational and interesting. Since we have a large number of children enrolled in the school, the responsibility is too great for us to take them without an adult. It is mandatory for a parent/guardian or another responsible person to attend with your child.

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We currently offer school as an alternative to the field trips. It may be necessary to request a financial contribution to cover the cost of the trip. This fee is not part of the monthly tuition.

NOTE: As a result of COVID, we are currently not permitted to take any field trips.

Rest Time

All children attending our full day program will have a nap time or quiet time period. Each child receives his own crib/cot/ mat and sheet, which is provided by English Rose. You would have been required to complete the napping contract form at the time of registration. Kindergarten does not have a “formal” nap or rest time. They would engage in a quiet activity after lunch to digest.

Toys from Home

We ask that you leave your child’s toys at home (except for a small stuffed animal which may be needed as a ‘comfy’ toy). We would not want them to get damaged or lost. There are some toys that are not allowed in school. These include toys that are not safe and toys that promote violence. As a result of COVID, except for a comfort toy for rest time, no toys are permitted at school.

Our Partnership with Parents

Parent/Teacher Communication

We hold parent teacher conferences twice a year. One of the days is optional and the other mandatory. In addition, you will receive newsletters from your child’s teacher. We complete the “daily journals” which go back and forth each day for children in our Infant and Toddler programs.

At any time, we are available to discuss any concerns you may have regarding your child. These concerns can be addressed currently, on the phone or via email as a result of COVID.

Parent Involvement

During many of our parties, we ask parents to come in and help. We also request a parent to attend the field trips. We encourage parent volunteers in the classroom throughout the year. Your child’s teacher will let you know how you can help and be part of your child’s school experience. Currently, due to COVID this is not permitted.

Birthdays

We will gladly help you organize a celebration for your child’s birthday. Each child will be treated in a non-competitive manner while we emphasize equality and fairness. Due to COVID and child allergies, all snacks and special treats must be

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store-bought and nut free/peanut-free. Please send in any snacks in their original containers with the ingredient labels attached.

Modifying Behavior / Discipline

We promote an atmosphere of positive reinforcement for your child with an emphasis on positive role modeling. It may become necessary in certain situations to remove a disruptive child to take a time out or cooling off period, in order to assist a child in handling his or her emotions.

Confidentiality

At the beginning of the school year, we produce class lists for all the children in the class. This list is useful for party planning and play-dates. Please ensure that you have completed the form which was available at orientation indicating whether you wish to be included and the information you wish to share. We urge you to check with the office if you are unsure if you completed this.

Photographs/Video/Publicity

We do take pictures of the children while they are in school. These are used for school projects, or posted on our website or Facebook page. If you do not want your child's picture published, please ensure that you have completed the appropriate form and handed it in to the office.

Rights of Non-Custodial Parents

We cannot legally withhold a parent from his/her own child. If a parent is not legally allowed to be near or pick up their child, you would need to provide us with the appropriate legal documentation. Please notify the office of any situations that may involve a non-custodial parent that we need to be aware of.

Health & Safety

Required Medical Records

All children in our program are required to have a current (within the last 12 months) physical on file along with a copy of their immunizations, which have to be current. In addition to these, there is a form that English Rose needs signed by your Pediatrician indicating that your child is cleared to be at the center.

These forms allow us to keep the other children in the center safe and healthy. We're sorry, but without these forms, your child cannot be at the center. We are required to have these forms on file before your child can begin school. We do not carry over forms from one school year to the next. Therefore we need new paperwork for each new school year.

Sickness Policies

Please refer to the updated Health and Safety Protocols document, which was emailed to at the beginning of the school year to all families. If you have joined us since the start of the school year, it is emailed to you upon registration. As these protocols may change based on the CDC, and our licensing guidelines, these may be subject to adjustment. Any changes will be emailed to all families as they are amended.

Attestations and Daily Health Checks

This is covered in our health and safety protocols emailed home to all families at the beginning of the school year, or as your family enrolls, if it is during the school year.

Administering Medication at School

We are required by NY State to know if your child has been given any medications prior to coming to school. We ask that you provide the office with a note or an email which contains the following information: Child's name, date, type of medication, dosage given, time given and reason. If your child takes a routine medication, you can furnish us with one note every 6 months.

NY State has implemented guidelines for administering medication to all children while in our care. There are specific forms that you and your pediatrician have to fill out and sign. Until those forms are complete, we are unable to give your child any medication.

Accidents & Injuries

While we make every effort to ensure all children are safe, there are times when a child may get hurt. Our staff members are trained in First Aid and CPR. We will perform whatever first aid is needed. For any injury, we will fill out an incident report and ask you to review and sign it. If a child is seriously injured, we will make every effort possible to contact a parent immediately, at the same time if we feel it is necessary we will call 911.

Emergency Contact

Upon registration, we requested an emergency contact person. This is the person we will call in case we cannot reach a parent/guardian. If your child is sick or if we have an unscheduled early closing, we will try to contact a parent first. If we cannot reach a parent, we will call upon your emergency contact.

Fire Drills/Shelter in Place Drills

In accordance with state regulations, we perform at least one fire drill a month. These drills are conducted on different days of the week and during different times of the day. We conduct these drills regardless of the weather. In addition, we are required to conduct a shelter in place drill, every 6 months. Prior to the first time of doing

these drills we will email you to notify you that this will be taking place, so if you wish you can have a discussion with your child prior to this happening.

Child Abuse and Maltreatment Reporting

As a licensed daycare facility, we are under legal obligation by New York State to report any situation where we feel a child is being abused or maltreated, to the proper authorities. We are required by the state regulations to discuss at an age appropriate level for your child, how to keep their bodies safe. Prior to this curriculum being discussed with your child, information will be sent home for you to preview and understand.

Financial Policies

Registration Fee and Security Deposit

Registration begins at the beginning of January for the following school year, for existing parents. New parents are invited to register by mid-January. There is an annual non-refundable registration fee due upon registration. Please see our current pricing sheet for details.

One month's tuition is collected as a security deposit by April 1st for new parents and May 1st for existing parents. This security deposit is applied as the June tuition payment of the school year which you have applied for. Example, if you register for the September 2020-June 2021 school year, the deposit tuition is applied to the June 2021 tuition.

Tuition

Our tuition is based on the entire school year tuition (September – June) based on our school calendar. It is broken down into 10 even monthly payments. We have several options for paying tuition.

The first option is to pay for the entire year in advance. If you choose this option, you will receive a 5% discount on the total annual rate if you pay by August 1st of the upcoming school year.

Secondly, you may elect to participate in our monthly pay program. This program was designed with budgeting in mind. We take the full school year tuition rate and divide it into 10 equal monthly payments as per our pricing sheet. As stated above the last month's tuition (June) is collected no later than April 1st for newly enrolled families and May 1st for currently enrolled families. The remaining 9 payments are due beginning August 1st and continue to April 1st. Once you have completed these payments you are paid for that current school year.

Another way to reduce monthly tuition prices is to put a lump sum down payment on the annual tuition. Your monthly tuition would then be reduced.

We currently accept checks, cash or money orders.

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You can drop off your payment at the school during school hours, mail it to us or send by online banking from your personal banking institution. We do not send out invoices or reminders about tuition. Upon enrollment, you received payment coupons to help you remember when tuition is due. If you have misplaced them, please contact us, to email you a new set.

Sibling & Paying in Full Discounts

We offer family discounts when siblings are currently attending the school within the same calendar year. There is a 5% discount on the lesser amount for each additional child.

If you choose to pay your annual tuition in full, you will receive a 5% discount of the total tuition amount minus any sibling discounts. Remember, you need to pay in full by August 1st to take advantage of this offer.

There is no sibling discount for summer camp.

Late Payments & Interest

Tuition is due by the 1st of the month. However, we do give a 3 day grace period before we apply a late charge. If your tuition is received after the 3rd of the month, we will add a late fee of \$25 to your account.

Please note that payment is due no later than the 3rd, regardless of the days your child attends English Rose. If tuition is due when school is closed or your child does not attend, you have several options for getting the payment in. You can mail us the payment, hand us a post-dated check, drop a check off in our mailbox, or facilitate online banking. If you maintain a balance by the end of a month, we will add interest charges in the amount of 1.5% of the total.

Returned Checks

If for any reason a check is returned unpaid, we charge \$35 to cover our administrative and banking fees. If a check does come back unpaid, you may also incur a monthly late fee of \$25 if the tuition is now past due.

Early Drop off & Late Pick-up Fees

If you drop your child off prior to their scheduled time, you will incur a daily before school charge. See current pricing schedule.

If your child is not currently enrolled in our after school program and they are not picked up within 5 minutes of their scheduled departure time, you will incur a daily fee as per our current pricing sheet.

If you pick up your child after 6:05pm, there is also a late fee, please see our pricing sheet.

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All late fees are payable no later than the next time your child would regularly come to school.

Withdrawing

If you wish to withdraw your child for any reason throughout the school year, we need at least 30 days written notice (to receive a refund for any pre-paid tuition). At the beginning of each new school year, you need to withdraw your child by August 1st of the upcoming school year, in order to receive your full paid deposit in a refund.

Refunds

Registration fees are not refunded under any circumstances. Kindly note that due to budget and planning restrictions; we do not offer refunds or make-up days due to:

- Sick days
- Snow days or delays
- Vacation days
- Any days you wish to not send your child when our center is open to offer care
- Closure days
- Withdrawing from a program with less than 30 days-notice

All tuition refunds are issued within 30 days from the date your written notice was received, and the decision was made to make such a refund.

Fundraising

Our program is funded solely by the tuition and monies acquired by fundraising activities. We are not funded by, nor are we eligible for, any Federal or State grants, loans, etc. Furthermore, we do not benefit from any outside agencies, such as town or school district. We are an out-source provider for the Washingtonville UPK program, when it is operating. However, the fee that we are reimbursed from them is less than our regular pricing. We are solely self-sufficient and aim to provide a sound education basis as well as quality education. To be able to do this, we run several fundraising programs during the year. We ask for your help in raising the money necessary to keep tuition down while not compromising quality.

Our Commitment to You

Our commitment to you and your child involves providing a safe, supportive and caring environment. We aim to develop well-adjusted, happy individuals with a lust for knowledge and learning. We will continue to be selective about our staff, our

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programs and our teaching equipment. We want to ensure we provide your child with an enriched program that is full of fun, learning and is educationally stimulating.

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Parent Handbook Agreement Form

I agree to having received an electronic copy, by email of the parent handbook, and understand the regulations and information contained therein. I understand that elements of this handbook maybe updated from time to time, and I will be informed as this may happen.

Child/ren's name/s: _____

Parent name: _____

Parent Signature: _____

Date: _____