



Kids' B.A.S.E. & The Little School

Welcome to The Little School 3's & 4's & 5's Summer Scene Program!

REGISTRATION 2024-2025

Below is a checklist of forms you must sign and/or complete by the date indicated.

CHILD'S NAME: _____

- _____ Completed registration form
- _____ Signed Parent Consent form
- _____ Deposit and Registration Fee must be attached
- _____ Payment plan chosen
- _____ Emergency Contact/Dismissal Form
- _____ Signed Photo/Video Consent Form
- _____ Scarsdale Pool Permission Form

***Please note: you must submit ALL of the above documents for your child to begin attending our program.**

ABOVE PACKET, ALONG WITH REGISTRATION FEE AND NON-REFUNDABLE/NON-TRANSFERABLE DEPOSIT, MUST BE SUBMITTED NO LATER THAN:

Thursday, February 29, 2024 to receive early bird discount

Annual medical forms are required by May 31, 2024. These forms are available on our Website.

Thank you for your cooperation.

We look forward to having your child in our school!

Kids' B.A.S.E. & The Little School



Kids' B.A.S.E. & The Little School

THE LITTLE SCHOOL

Summer Scene Program - 3YO __4YO__5YO__ (please check class) REGISTRATION PACKET 2024-2025

JUNE 27, 2024 - AUGUST 9, 2024

CHILD'S NAME _____

ADDRESS _____

CHILD'S BIRTH DATE _____

GENDER _____

MOTHER'S NAME _____

FATHER'S NAME _____

HOME PHONE _____

HOME PHONE _____

EMPLOYER _____

EMPLOYER _____

BUSINESS ADDRESS _____

BUSINESS ADDRESS _____

BUSINESS PHONE _____

BUSINESS PHONE _____

CELL PHONE _____

CELL PHONE _____

EMAIL ADDRESS _____

EMAIL ADDRESS _____

WHAT PRE-SCHOOL DID YOUR CHILD ATTEND FOR THE 2022-2023 SCHOOL YEAR _____

**** MEDICAL OR OTHER CONDITIONS REQUIRING SPECIAL ATTENTION**** (e.g. MEDICAL LIMITATIONS ON CHILD'S ACTIVITIES, SPECIAL NEEDS, ALLERGIES, MEDICATIONS, ETC.)

DR'S. NAME _____ ADDRESS _____ PHONE _____

Children must be 3 by December 31, 2024 for the 3s class Children must be 4 by December 31, 2024 for the 4s class
Children must be 5 by December 31, 2024 for the 5s class

“Parent Orientation”

To Be Arranged

All attending children MUST be members of the Scarsdale Pool

Non-members must pay an additional fee of \$336 (\$345 CC)
Subject to change per Scarsdale Recreation Department

\$60 registration fee for non-school year families (Discount cash or check)
\$62 registration fee for non-school year families with credit card

Diaper friendly

“Children’s Visiting Day”

To Be Arranged

PARENT CONSENT FORM

I consent to the enrollment of _____ in the program offered by
(Child's name)

The Little School. I have been advised of the policies regarding fees, and services provided by The Little School and the Office of Children and Family Services regulations under which it operates. I give permission to The Little School for the following:

1. To seek **emergency medical treatment** for my child in the event I cannot be reached.
2. To have my child participate in **on-site special events** under the supervision of The Little School staff.
3. To **release** my child to any of the following people for dismissal if I am unable to pick him/her up:
(PLEASE COMPLETE THE ATTACHED EMERGENCY CONTACT/DISMISSAL FORM.)

If someone other than the above will be picking up your child, The Little School must be notified in **writing**. You can add names to this list at any time.

4. To **allow us the option** of sharing your name, address, telephone number and email address(es) with other families on the class rosters.
5. See attached **photo/video consent form**.

I agree to pay for the care of my child at the rate of:

	<u>Before 2/29/24</u>	<u>After 2/29/24</u>	<u>Before 2/29/24</u>	<u>After 2/29/24</u>
	<u>Discount cash or check</u>		<u>Credit card</u>	
_____ Full Day (9:00-3:00)	\$5,486	\$5,774	\$5,628	\$5,922
_____ Half Day (9:00-1:00) (3's only)	\$4,496	\$4,733	\$4,612	\$4,856
_____ Breakfast Club (7:00-9:00) *	\$ 418	\$ 440	\$ 428	\$ 450
_____ Extended Day (3:00-5:30) *	\$ 706	\$ 744	\$ 724	\$ 764
_____ Scarsdale Non-Pool Member**	\$ 336	\$ 336	\$ 345	\$ 345

**Only available in conjunction with the Summer Enrichment Program
 ** Subject to change based upon Scarsdale Recreation Department Guest Fee*

**50% non-refundable deposit, pool fees for non-pool members &
 Annual Registration Fee of \$60 for *non-school year families*
 are due upon registration, balance due April 19, 2024**

My Child is a member of the Scarsdale Pool.

My Child is not I have enclosed \$ _____ for admission.

 PARENT'S SIGNATURE

 DATE



	<u>If you register and pay</u>		<u>If you register and pay</u>	
Plan A - Payment in full with registration	<u>Before 2/29/24</u>	<u>After 2/29/24</u>	<u>Before 2/29/24</u>	<u>After 2/29/24</u>
	<u>Discount - cash or check</u>		<u>With credit card</u>	
Full Day (9:00-3:00)	\$5,486	\$5,774	\$5,628	\$5,922
Half Day (9:00-1:00)	\$4,496	\$4,734	\$4,612	\$4,856
Breakfast Club (7:00-9:00)	\$418	\$440	\$428	\$450
Extended Day (3:00-5:30)	\$706	\$744	\$724	\$764
Plan B - Two installments				
<u>Due with registration form</u>				
Full day	\$2,743	\$2,887	\$2,814	\$2,961
Half day	\$2,248	\$2,367	\$2,306	\$2,428
Breakfast Club	\$209	\$220	\$214	\$225
Extended Day 3pm – 5:30pm	\$353	\$372	\$362	\$382
Plan B - Final installment due 4/19/2024				
Full day	\$2,743	\$2,887	\$2,814	\$2,961
Half day	\$2,248	\$2,367	\$2,306	\$2,428
Breakfast Club	\$209	\$220	\$214	\$225
Extended Day 3pm – 5:30pm	\$353	\$372	\$362	\$382

Above amounts do not include \$60 per family registration fee for the 2024 – 2025 School Year.

We will accept ONE mutual friend request, but this cannot be guaranteed.

Friend Request: _____

Teacher requests will not be accepted.

POLICY STATEMENT

PLEASE SIGN & RETURN

- ❖ Kids' B.A.S.E & The Little School “Summer Scene” Programs are open to all students who reside in Scarsdale, attend Scarsdale schools and a small percentage of outside district families. Kids' B.A.S.E & The Little School admits students of any race, religion, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.
- ❖ For a child to be admitted to our program, the parents must complete and sign ALL forms in the registration packet. These include: the Registration Form, the Parent Consent Form, the Policy Statement, Medical Forms (which must be signed by a physician), Emergency Contact/Dismissal Form, Photo/Video Consent, and a Scarsdale Pool Permission Form.
- ❖ **Incomplete registration packets cannot be accepted, and children will not be admitted to the program unless all forms are submitted and requirements are met, as required by law**
- ❖ In order for your child to be accepted into a particular age group, he/she must reach that age by December 31st of that year: for example, a child must turn 3 by 12/31/24 for the 2024 (3s) class, must turn 4 by 12/31/24 for the 2024 (4s) class, or must turn 5 by 12/31/24 for the 2024 5s class.
- ❖ Families must be members of the Scarsdale Pool in order for their child to participate. Non-members must pay an additional fee.
- ❖ If your child will be absent from either the Kids' B.A.S.E or The Little School summer programs, you must call **(914) 472-5409** or email the office at OFFICE@KBLS.ORG by 9:30 a.m.
- ❖ Parents will be expected to arrange for their child to be picked up as soon as possible in the event the child shows signs of infectious disease or other illness while attending Kids' B.A.S.E or The Little School summer programs.
- ❖ Parents are required to submit **emergency contact names and telephone numbers**. It is imperative that those persons listed as emergency contacts are able to pick up the child when necessary.
- ❖ Kids' B.A.S.E. & The Little School requires that all children be picked up by the parent who has registered the child or the individual(s) designated on the Dismissal Form. If a parent needs to send a previously unauthorized individual to pick up their child, they must authorize this person **IN WRITING**. This person **MUST bring photo identification. NO EXCEPTIONS WILL BE MADE.**
- ❖ Both Kids' B.A.S.E. and The Little School are closed by **5:30 p.m. daily**. All children are expected to be picked up before this time.
- ❖ Parents agree to have their child participate in preplanned outings under the supervision of The Kids' B.A.S.E. & Little School staff.
- ❖ All Kids' B.A.S.E. & The Little School summer programs require **non-refundable non-transferable full tuition payment prior to the start of the program**. In addition, if you are not registered with Kids' B.A.S.E. & The Little School for September 2024, you will be required to pay a \$60 non-refundable registration fee with your tuition.

- ❖ All lunches and snacks are reviewed and approved by a nutritionist. **Due to the frequency of peanut and tree nut allergies in young children, peanut butter, peanut products and nut products of any type are not served at The Little School or permitted to be on site.** *Food prepared at home or purchased from delis/supermarkets is discouraged as we cannot guarantee safety from peanut cross-contamination. Prepackaged food is permitted ONLY if the package is unopened and the label is intact. Staff will double check that it is peanut-free.*
- ❖ ***If you are late picking up your child, a late charge will be added to your account.***
- ❖ Kids' B.A.S.E & The Little School have MAT (“Medication Administration Trained”) certified staff, but they may not administer medication of any kind to a child unless a consent form is signed by the parent **and** instructions are provided by a physician (physician must also sign the proper form). The medication must be brought to school **IN THE ORIGINAL BOX PROVIDED BY THE PHARMACY**, with the original label attached. **We CANNOT accept or administer medication without ALL of these requirements in place.**

Kids' B.A.S.E & The Little School Summer Programs reserves the right to refuse an application or dismiss a child at any time. Accordingly, it is understood that if, in the opinion of the Kids' B.A.S.E & The Little School Summer Programs staff, a child is unable to adjust to the program after a reasonable amount of time or otherwise requires a disproportionate share of staff attention, Kids' B.A.S.E & The Little School Summer Programs reserves the right to dismiss the child from the program. **In this case, contractual fees will be refunded on a prorated basis. The deposit and registration fee are retained under all circumstances.**

No refunds will be given for voluntary withdrawal of a child at any time.

The Little School does not discriminate on the basis of religion, race, color, national and ethnic origin in its or in the administration of its programs.

We agree to observe all rules of the program and to participate in activities at our own risk and in no way hold Kids' B.A.S.E & The Little School Summer Programs, its officers, directors, and employees liable for accident or illness.

Parent's Signature _____ Date _____



DISMISSAL FORM

Child's Name: _____ Class: _____

Date: _____ Parent's signature: _____

This form will remain in effect for all programs that take place at Kids' B.A.S.E. & The Little School during the period July 1, 2024 – June 30, 2025

Please list all ADULTS (18 and older) authorized to pick up your child for dismissal purposes, in order of preference. Include any caregivers, car pool participants, or friends' parents to whom your child may be released. **Please provide a photo ID for all persons on this form.**

Please print:

#1 - Name: _____

MOTHER: _____

Cell #: _____

Email: _____

#2 - Name: _____

FATHER: _____

Cell #: _____

Email: _____

#3 - Name: _____

Relationship: _____

Cell #: _____

Email: _____

#4 - Name: _____

Relationship: _____

Cell #: _____

Email: _____

#5 - Name: _____

Relationship: _____

Cell #: _____

Email: _____

#6 - Name: _____

Relationship: _____

Cell #: _____

Email: _____

#7 - Name: _____

Relationship: _____

Cell #: _____

Email: _____

#8 - Name: _____

Relationship: _____

Cell #: _____

Email: _____



Kids' B.A.S.E. & The Little School

EMERGENCY CONTACT FORM

Child's Name: _____ Class: _____

Date: _____ Parent's signature: _____

This form will remain in effect for all programs that take place at Kids' B.A.S.E. & The Little School during the period July 1, 2024 – June 30, 2025

Please list all ADULTS (18 and older) authorized to pick up your child for dismissal purposes, in order of preference. Include any caregivers, car pool participants, or friends' parents to whom your child may be released. **Please provide a photo ID for all persons on this form.**

Please print:

#1 - Name: _____

MOTHER: _____

Cell #: _____

Email: _____

#5 - Name: _____

Relationship: _____

Cell #: _____

Email: _____

#2 - Name: _____

FATHER: _____

Cell #: _____

Email: _____

#6 - Name: _____

Relationship: _____

Cell #: _____

Email: _____

#3 - Name: _____

Relationship: _____

Cell #: _____

Email: _____

#7 - Name: _____

Relationship: _____

Cell #: _____

Email: _____

#4 - Name: _____

Relationship: _____

Cell #: _____

Email: _____

#8 - Name: _____

Relationship: _____

Cell #: _____

Email: _____



PHOTO/VIDEO CONSENT FORM

(Effective July 1, 2024 – June 30, 2025)

Kids' BASE & The Little School (KBLS) captures and uses photos and videos of students in a variety of ways throughout the school year. These uses, as outlined below, enable the school to highlight the vibrant nature of KBLS, the achievements of our students, faculty and staff, and the positive impact our school has on our students and the community at large.

KBLS has adopted a Digital Media Policy that governs the school's use of publicly disseminated student photographs and videos, a copy of which is attached. The Digital Media Policy outlines the procedures KBLS will follow when publicly disseminating photos and videos via social media or any other form of public communications outside of the KBLS community.

Please review the information below and respond to each paragraph. Forms will be kept on file in the office and changes can be made at any time.

I, _____ give permission for my minor child _____
(PRINT parent/guardian's name) (PRINT child's name)

to be photographed and/or videotaped, and for KBLS to use such photographs or videos in which my child appears as follows (initial as appropriate):

Yes No

To be displayed throughout the school (e.g., hallways and in classrooms). _____

To be maintained in a private Internet account (e.g., Class DoJo), where photos and/or videos will only be available for parents who have the proper sign-in and password. _____

To be released for public dissemination, including publication in newspapers, brochures, or on KBLS's website for informational purposes or for the purposes of fundraising, marketing or public relations. _____

To be posted on social media (e.g., Facebook and/or Instagram). _____

By signing this Photo/Video Consent Form, I agree that I have read and understand the Digital Media Policy that has been made available to me and which will govern my consent granting KBLS permission to use photographs and/or videos of my child as I have indicated above.

Parent/Guardian's Signature

Date



Scarsdale Pool Permission Form

Dear Summer Scene Parents:

Summer Scene classes will be going to the pool each week during camp from Tuesday through Friday, weather permitting. Please send your child to school in his/her swimsuit with sunscreen already applied. Send a towel, a change of clothing and a plastic bag. Children must wear sneakers to walk back-and-forth to the pool. Please make sure all items are clearly labeled with your child's name. If your child is not toilet-trained he/she **MUST WEAR ALL OF THE FOLLOWING** each day in order to be allowed in the pools: **a swim diaper, plastic diaper over and swimsuit.** If you would like sunscreen re-applied during your child's stay at the pool, please provide the sunscreen and complete the Non-Medication Consent Form available on our website under Medical Forms.

If you are a member of the Scarsdale Pool, the recreation department will verify your membership status electronically. If you are not a member you will be billed for the admission fee for the summer, prior to the start of camp. This is a mandate from the Scarsdale Recreation Department; there are no credits or refunds for absences or weather issues. All staff are needed at the pool so no children may remain in the classrooms, all children go to the pool facility. Children are not expected to be in the water the full time. They frequently sit with the staff on their towels under the trees. As our health policy states, The Little School will make all reasonable accommodations if your child has severe seasonal allergies. Please inform the Executive Staff or your child's class lead teacher if your child has any restrictions preventing outdoor activities or attending the pool. A doctor's note will be required.

Thank you for your cooperation.

Please fill out the permission slip below and return ASAP. **NO CHILD IS PERMITTED TO GO TO THE POOL WITHOUT A SIGNED PERMISSION SLIP. Children cannot be picked up from the pool. Please pick up your child from the classroom as usual so you can sign him/her out.**

PERMISSION FORM

I give permission for my child _____ to attend the Scarsdale Pool during the Summer Scene program

Parent's Signature _____ Date _____

Please check one:

I am a member of the Scarsdale Pool. I am **NOT** a member of the Scarsdale Pool.