2022/2023 Preschool FAQ's

1. **Where is the Roxbury Community School Preschool located?**
   The Roxbury Community School Preschool program is housed in one of the elementary schools in Roxbury Township. Our location is dependent upon available space due to school enrollment. The preschool classrooms are nestled in the early elementary wings neighboring kindergarten, first grade, and therapy session classrooms.

2. **How do I enroll my child(ren) in the preschool program?**
   If your child is three (3) on or before October 1st to five (5) years old and is fully toilet-trained, he/she can be considered for enrollment in our preschool program. The enrollment process can be found at www.roxbury.org/preschool and includes the following:
   A. Completing the Initial *Preschool Reservation Form*
   B. Paying the *non-refundable registration fee* to the Roxbury Community School
   C. Downloading and completing the *Student Emergency Card*
   D. Downloading and reading the *2022/2023 Parent Handbook*

   Once the above information has been received, you will be sent a placeholder confirmation email along with a link to our Central Registration system and registration instructions.

3. **What day does preschool start**
   The Roxbury Community School Preschool program follows the same schedule as the Roxbury Township Public Schools, which is Monday, August 29, 2022. The program runs from 9:00 a.m. to 2:00 p.m.

4. **Will we be able to visit the school prior to the start day?**
   Of course! As the school approaches, new information will follow regarding an opportunity to stop in and visit!

   If you're enrolling mid-year, you can still stop in and take a tour to get a feel of your child's classroom. Tours are provided by the preschool teacher and should be scheduled ahead of time. Please email comschool@roxbury.org to set up a tour.

5. **How are classrooms equipped?**
   Each preschool classroom has a sink and child-sized bathroom, areas for small and large group sessions and free play activities. Materials/centers are designed based around the district-approved *Creative Curriculum* program. Additionally, each classroom is equipped with a SmartBoard and computers.

6. **What is the cost of the preschool program?**
   The Roxbury Community School Program costs $730 per student per month, which is only $8.11 an hour for a great education! That's less than $45 a day!

7. **Are there any discounts available?**
Yes, the Roxbury Community School preschool program has five possible discounts that can be applied to each child.
- ★ Multi-Child Discount = $35 off per child
- ★ Roxbury School Employee Discount = $15 off per child
- ★ Roxbury Emergency Personnel (Police, Fire, EMT) Discount = $15 off per child
- ★ US Veteran/Active Military Discount = $15 off per child
- ★ Previous Family Member in the Program = $15 off per child

8. **Do you offer extended care options? If so, what is the tuition for it?**
Yes, the Roxbury Community School offers three options for extended care. Discounts are not applicable to the extended day options. Parents will be kept informed based on the schedule at the beginning of the year.

Option 1 - Extended Care (Morning and Afternoon)
This extended care schedule covers mornings from 7:00 a.m. until the start of the school program at 9:00 a.m. and an extended day schedule in the afternoon starting when the preschool program concludes at 2:00 p.m. and runs until 5:00 p.m.

This extended day tuition costs $415 per month and covers morning care (7:00-9:00 a.m.) AND afternoon care from (2:00-5:00 p.m.). Breakdown for morning and afternoon care is NOT available with this option. That's less than $25 a day for an additional five hours of child care!

Option 2 - Elementary School Dismissal Schedule (2:00-3:20 p.m.)
Elementary School Dismissal Schedule allows you to pick up your child when the elementary school dismisses at 3:20 p.m. Students join the extended care program starting when the preschool program concludes at 2:00 p.m. and goes until the elementary school dismisses at 3:20 p.m.

The Elementary School Dismissal Schedule tuition costs $285 per month and covers from 2:00-3:20 p.m. That's less than $16 a day for added child care coverage and convenience!

Option 3 - Choose Your Hours
Choose your own Extended Care Schedule based on your needs within the extended care hours.

The Choose Your Hours tuition plan costs $15 an hour. Hours are paid for by the month based on your particular schedule. A tentative schedule will need to be provided at time of registration and can be updated on a monthly basis.

9. **What happens if I'm late picking up my child?**
The Preschool Program staff will assume responsibility for children during program hours only, and will not be able to care for children after the dismissal time of the program. If your child is not picked up by 2:00 p.m., you will be considered late. There will be a charge of $10 if you arrive after 2:10 p.m. and are NOT enrolled in the extended care program. Please try and be on time!

10. Will the preschool students be included in school-wide events?
Whenever appropriate, the preschool students will be included in the elementary school events and programs. Everything from assemblies to parades to spirit days!

11. Is there an outdoor play area for preschool aged children?
The elementary school provides not only an up-to-date playground that provides safe, accessible equipment, but also beautiful grounds for nature walks and a black top area for fun activities.

12. What is included in the preschool curriculum?
The preschool curriculum is research-based and district-endorsed, focusing on best practices for early childhood skill development in all areas of academics to social and emotional learning. To read more about our curriculum, please visit www.roxbury.org/preschool and click Curriculum on the left-hand side of the screen.

13. How are the classes determined?
The Roxbury Community School will split the classes into two based on enrollment numbers and/or classroom availability. We have mixed-aged classes and our student placement may be determined via teacher recommendation.

14. Is there a deposit?
Yes, there is a deposit. It is the amount of your first month's full tuition (program cost plus extended care, if applicable). This deposit along with the non-refundable registration fee of $50 is due at the time of registration.

15. How do I pay my monthly bill?
Your monthly invoice will be electronically shared with you at time of registration which includes your monthly payment schedule. Reminder emails will be sent 5-10 days prior to the 15th of each month.

Payment processing methods:
  ★ Pay by check, money order, or credit card*. Credit card payments will incur a 3% convenience fee per monthly preschool transaction. This fee is not applicable to the registration fee or extended care fees.
  ★ Submit payment by mail (Roxbury Community School, 25 Meeker Street, Succasunna, NJ 07876), by phone at 973-584-7699 (leave message regarding payment and you will be called back to provide your payment details), or online at www.roxbury.org/preschool, Tuition & Fees.
  ★ Auto-bill options for credit cards means never having to worry about forgetting a bill. The 3% convenience fee will be waived when using the auto-billing option.

Online account management:
Your monthly invoice will be electronically shared with you via Google Sheets.
  ★ Access and print monthly billing details, payment history, and tax receipts.
  ★ Review your payment history, including when your last payment was received.

16. **What happens if I make my monthly payment after the 15th due date?**
The monthly tuition fee is due the 15th of each month and paid directly to the Roxbury Community School. A reminder email will be sent out 5-10 days prior to the due date. If this fee is received after that date by the Community School, a late fee of $10 will be incurred and added to your invoice.

17. **Where do I drop off and pick up my child at Kennedy School?**

    Drop Off Procedures
    Parents will call the classroom phone line, which is 973-584-7586. A preschool staff member will meet the parent and child at the side entry door for the preschool program. Children enrolled in the preschool program will be escorted to their preschool classroom. The teacher or aide will escort and/or meet and greet children as they arrive.

    Pick Up Procedures
    Parents must call the classroom phone line, which is 973-584-7586 to meet the aide at the side door. The child will be brought to the door. Children must be signed out by an authorized adult, 18 years or older, by the time of dismissal. Children will only be released to people authorized in writing by the parents.

18. **What happens if I need to withdraw my child from the program mid-year?**
We understand life happens and sometimes schedules change and we'll work with you to help transition your child out of the program. We'll need 14 school days advanced notice of your child's last day. The withdrawal date will be the last day of the month. All balances will need to be paid in full.

19. **Who can I contact for additional questions?**
Classroom or instructional related questions should be directed to the respective teacher and/or instructional assistant.

    Room 7 Preschool Teacher - Mrs. Stacy Spicka (sspicka@roxbury.org)
    Room 7 Preschool Instructional Assistant - Mrs. Phoebe Salerno (psalerno@roxbury.org)

    Room 8 Preschool Teacher - Mrs. Jennifer Vogel (jvogel@roxbury.org)
    Room 8 Preschool Instructional Assistant - Mrs. Laura Wilks (lwilks@roxbury.org)

    The Extended Care Assistants are Mrs. Gina Eskay (geskay@roxbury.org) and Mrs. Lorna Mazza (lmazza@roxbury.org).

    Overall program and/or billing questions should be directed to the Roxbury Community School Coordinator, Ms. Ann Rhodes (arhodes@roxbury.org).