



2018-2019 SCHOOL YEAR

Dear Future PEEK Family,

The PEEK Program is pleased to offer, for your review and consideration, our **2018-2019 REGISTRATION PACKET**.

The attached information will provide your family with many answers to questions about PEEK's philosophies and programs. Viewing our informative and colorful website, www.thepeekprogram.com, will also assist you with an added PEEK into our early enrichment school.

If at any time you are not able to find what you need on PEEK's website or in this REGISTRATION PACKET please e-mail, call or stop in and we'll happily assist you.

We often find that parents want to visit our little log cabin to ask a few more questions in person and see our classrooms in action. To accommodate your request, we ask that you schedule an appointment with Karen to ensure we find the perfect time for you and our classroom schedule.

Once you have reviewed and completed the REGISTRATION PACKET, please mail, scan or drop it off. Our current families have until January 19th for special enrollment priority when selecting program space. New families signing up for our programs will be considered starting January 22nd. Packets arriving early, before the 22nd, will be dated and held in our office for your convenience. Please note, when packets are received they will be dated and queued to accommodate the first-come-first-served process.

Mark your calendar for the April release of our 2018 SUMMER CAMP REGISTRATION PACKET. We offer a fun filled summer camp designed for children ages 3 – 8. Our very popular camp includes on-campus activities along with field trips and swimming each week. Camps run Monday through Friday with a morning or all day option. What sets PEEK's summer camp apart is not only our fun and creative camps but our flexibility, allowing you to pick and choose the type and number of days you'd like each week.

We welcome the opportunity to become a part of your child's future. PEEK into your child's future...**today** at The PEEK Program.

With warm regards,

Karen Cassidy

Karen Cassidy
Director/Owner

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2018-2019 PROGRAM DESCRIPTIONS

PROGRAMS	DESCRIPTIONS
PRESCHOOL	Age 3 in September. Classroom size of 16 students with a 1:6 ratio. <u>Children must be toilet trained.</u> PEEK offers a Monday – Thursday or Monday – Friday, half-day mornings, 8:00am – 12:00pm or an all day, 8:00am – 3:00pm option. Our preschool welcomes children to learn through observation, experimentation and interaction with peers and teachers in a small, casual, age appropriate classroom environment.
PRE-KINDERGARTEN	Age 4 by September 1 st . Classroom size of 21 students with a 1:7 ratio. <u>Children must be toilet trained.</u> PEEK offers a Monday – Thursday or Monday – Friday, half-day mornings, 8:00am – 12:30pm or an all day, 8:00am – 3:00pm option. The pre-kindergarten provides children the opportunity to learn through academic introduction and play while preparing for kindergarten.
Stay&Play	Ages 3 years to 2 nd grade. Classroom ratio 1:10. We offer a flexible number of days. Monday – Thursday from 3:00pm – 6:00pm and Fridays from 3:00pm – 5:30pm and public school children on Fridays from 12:30pm – 5:30pm. Stay&Play is an afterschool, mixed age program providing a substantial PEEK provided snack and a vast array of activities such as arts and crafts, music, story time, dramatic play and recess.
HomeWork Club	1 st and 2 nd grades. Classroom ratio 1:8. Monday – Thursday. After arriving from public school, children in 1 st and 2 nd grade enjoy a substantial PEEK provided snack. Time is then set aside for school aged children to complete homework and read with assistance from a PEEK team member. Upon completion of homework, HomeWork Club children join the younger children for group activities and socialization. Older children may be considered; please inquire.
SUMMER CAMPS	Ages 3 to 8 years. Camp ratio 1:8 depending on age and activity. Camps run daily, Monday – Friday, from 8:00am – 5:30pm. Camps are themed weekly, run daily or weekly and allow for a morning or all day camp. Field trip activities are incorporated and provided for ages 4¼ and up while. Swimming is offered and all campers attend.

See attached TUITION SCHEDULE for pricing options.

We would enjoy the opportunity to show you around our little log cabin; please contact us to schedule an appointment, 435-649-9188 or info@thepeekprogram.com



QUESTIONS & ANSWERS

What is your MISSION?

The PEEK Program cultivates a safe, enriching, school experience where young children come together to gain social, emotional and academic knowledge in age appropriate learning environments.

What are your teachers' qualifications?

Due to the nature of our business, PEEK hires people who enjoy working with children first and foremost. For more detailed information check out our teacher biographies on our website thepeekprogram.com.

Is my child old enough?

PEEK offers age appropriate programs for children starting at three years of age in September and who are TOILET TRAINED. Refer to the PROGRAM DESCRIPTION page to help answer this question.

What is the public school age requirement?

Utah public schools require children to be 5 by September 1st to begin the kindergarten school year. If your child misses the public school cut-off then PEEK is a quality learning alternative.

What are the Ratios, Space Availability and Days?

	RATIOS	SPACES	DAYS
Preschool	1:6	16	Monday through Friday
Pre-Kindergarten	1:7	21	Monday through Friday
Stay&Play	1:10	30	Monday through Friday
HomeWork Club	1:8	12	Monday through Thursday
Summer Camps	1:8	36	Monday through Friday

What if I want to take a "PEEK" at your school?

Call 435-649-9188 or e-mail us to schedule an on-site visit at info@thepeekprogram.com.

What are your program hours?

Our school is open Monday through Thursday from 8:00am – 6:00pm and Friday until 5:30pm. Drop-off and open play are scheduled each morning from 8:00am – 8:30am with our curriculum based programs scheduled from 8:30am – 12:00 or 12:30pm depending on your child's MORNING program and until 3:00pm for the ALL DAY programs. Stay&Play runs Monday through Thursday from 3:00pm – 6:00pm and Friday from 3:00pm – 5:30pm or 12:30pm – 5:30pm for children coming from public schools.

What if I'd like a mixed AM and ALL day schedule for my child?

PEEK prides itself on making an effort to accommodate parent's schedules when possible. Knowing some parents may need a mixed schedule we've set aside a few spaces to accommodate requests. For more information please review the 2018-2019 TUITION SCHEDULE for the tuition adjustment and also speak with Karen.

When are drop-off and pick-up times?	Please review the 2018-2019 PROGRAM DESCRIPTIONS for times regarding your child's specific program.
How does my child get to/from public school?	PEEK transports children from most Park City schools. Transportation capacity is limited. Children weighing less than 80 lbs. will be in a federally approved child safety car seat.
Transportation Fee?	A transportation fee of \$30/month will be charged per family.
Do I need to send a lunch?	Yes, all children will eat with their classroom peers and teachers. We ask that children bring a healthy lunch filled with protein, fruit and vegetables. PEEK supports children making good food choices by encouraging them to eat at least half of "the health food" prior to eating their "snack". Remaining items are placed back in their lunch bag for their afternoon snack or to take home.
Will my child nap or rest and what is needed?	PEEK provides a Quiet Time for every child. We ask you, the parent, what is best for your child—napping or resting. To provide your child comfort, we ask you provide a blanket and a resting buddy such as a beanie baby. Both are left at school and taken home once-a-week for you to wash.
What is your discipline approach?	PEEK uses Dan Gartrell's FIVE FINGER FORMULA to encourage discipline through guidance. Use the provided link below to learn more: http://www.imagineeducation.com.au/files/Group6/09.pdf
What is Stay&Play?	Designed for children 3 years to 2 nd grade. PEEK offers a flexible number of days Monday through Thursday from 3:00pm – 6:00pm and Friday from 3:00pm – 5:30pm or 12:30pm – 5:30pm for children coming from public schools. Our afterschool, mixed age program provides a substantial PEEK provided snack and a vast array of activities such as arts and crafts, music, story time, dramatic play and recess.
What is HomeWork Club?	After arriving from public school, children in kindergarten, 1 st and 2 nd grade enjoy recess, followed by a substantial PEEK provided snack. Time is then set aside for the 1 st and 2 nd graders to complete homework and read with the assistance of a PEEK team member. Upon completion of homework, HomeWork Club children join the younger children for group activities and socialization. Older aged children may be considered, please inquire. See the 2018-2019 TUITION SCHEDULE for pricing.
When will I know if we have a confirmed space?	Once your REGISTRATION PACKET is received and the non-refundable deposit paid, PEEK will contact you within 2 business days via e-mail or by telephone.
May I turn in my REGISTRATION PACKET early?	Yes, by all means! PEEK will date and queue your packet accordingly.

How do I pay tuition?	Please see the 2018-2019 REGISTRATION INFORMATION page.
May I pay my tuition by credit card, check or cash?	Currently we accept VISA, MasterCard, Discover, cash or check. We will keep your credit card on file for monthly billing purposes. All credit cards are processed the first day of the month. <i>[Starting September 2018 PEEK will transition to accepting ACH payments only.]</i>
What discounts do you have?	PEEK families may receive one of two discounts: a 5% discount for the second child's preschool or pre-kindergarten tuition or a 25% discount for Stay&Play. Only one discount may apply.
Are there any fees and deposits?	Yes, there is an annual \$50.00 processing fee, per family, when you register along with the non-refundable deposit as explained on the 2018-2019 REGISTRATION INFORMATION page. Register early and save.
What happens to my deposit?	Once your space is confirmed, the non-refundable deposit will be deposited into PEEK's account. If you decide to withdraw from the program, your deposit will be forfeited. If your child does not receive a confirmed space, and if you desire, we will place your child on PEEK's waitlist and hold your deposit until a confirmed space becomes available.
Do you have a cancellation policy?	Yes, we require a one month's prior notice. You will not be responsible to pay the remaining months. However the non-refundable deposit is forfeited and cannot be used as the last month's tuition payment.
When does the 2018-2019 school year start?	The TENTATIVE start date is Monday, August 27 th . At the beginning of August, PEEK will send an information packet to you regarding dates, times, and forms needing to be returned to PEEK prior to your child's first day of school.
Do I pay tuition in August or June?	The good news is NO! This is covered by a portion of your deposit.
What days are you closed?	We are closed whenever the Park City School District (PCSD) is closed. We will send out a school calendar at the beginning of the school year to reference. If the PCSD announces a closure, such as a snow day, PEEK will also be closed. During the holidays PEEK may rent the building to an independent contractor, many times PEEK teachers, who will host independent camps for PEEK and non-PEEK families.
What happens if I refer a family?	First let us say thank you! Once the referred family enrolls in our program PEEK will forward, to you, a \$75 referral, Thank You check. If your referral family registers prior to April 1 st then we'll thank you with \$150 instead.



TUITION SCHEDULE for the 2018-2019 School Year

PROGRAMS	HOURS	DAYS OF THE WEEK	FLEXIBLE # OF DAYS PER WK	MONTHLY RATE & Non-Refundable Deposit Amount
PEEK PLUS				
FLAT RATE	8:00am – 6:00pm Friday until 5:30pm	MONDAY – FRIDAY	1 FREE Stay&Play day A \$100/mo savings	Contact The PEEK Program 435-649-9188 for a school tour
MORNINGS				
PRESCHOOL 3 year olds	8:00am – 12:00pm Includes Lunch Time	MONDAY – THURSDAY MONDAY - FRIDAY		
PRE-KINDERGARTEN 4 year olds	8:00am – 12:30pm Includes Lunch Time	MONDAY – THURSDAY MONDAY - FRIDAY		
ADDED AFTERNOONS PRESCHOOL PRE-KINDERGARTEN	12:00pm – 3:00pm 12:30pm – 3:00pm		CHOICE OF ADDING 1, 2, 3, or 4 days	For each added day: \$__ x 1, 2, 3 or 4 \$__ x 1, 2, 3 or 4
ALL DAY				
PRESCHOOL & PRE-KINDERGARTEN	8:00am – 3:00pm	MONDAY – THURSDAY MONDAY - FRIDAY		
Stay&Play				
PRESCHOOL, PRE-KINDERGARTEN PUBLIC SCHOOL CHILDREN	3:00pm – 6:00pm 3:00pm – 5:30pm Friday	MONDAY – FRIDAY * Public school children have a different Friday Rate. See below...	1 2 3 4 * 5	__\$ / month __\$ / month __\$ / month __\$ / month __\$ / month
FRIDAYS For public school children	12:30pm – 5:30pm	FRIDAY ONLY	1	__\$ / month
OTHER				
SUMMER CAMP 3 to 8 year olds	8:00am-11:30am 8:00am – 5:30pm	MONDAY – FRIDAY	1, 2, 3, 4 or 5 days per week	TBA April 2018 ✓ PEEK's website
DROP-IN Space available	8:00am – 6:00pm	MONDAY – FRIDAY		\$10 per hour
TRANSPORTATION FEE	From Park City Community Schools	MONDAY – FRIDAY		\$30 / month per family

- ✓ **PEEK Plus** is designed for those families needing care Monday through Thursday from 8:00 am to 6:00 pm and Fridays until 5:30 pm.
- ✓ **Non-Refundable Deposit** is equal to one month's tuition amount for classroom time and \$100 for Stay&Play.
- ✓ **DISCOUNT** applies to 2nd child: 5% for 2nd child during Preschool and Pre-Kindergarten and 25% for 2nd child during Stay&Play. Only one discount may apply per family and the child with the lesser tuition amount receives the discount.



2018-2019 REGISTRATION INFORMATION

HOW TO REGISTER

To confirm your child's space, you will need to complete the following:

- **REGISTRATION FORM** with your non-refundable deposit.
 - ✓ See QUESTIONS & ANSWERS / What happens to my deposit?
- Pay a \$50.00 processing fee.
 - ✓ Waived when you register by January 19th.
- Pay a non-refundable deposit equal to one month's tuition payable
 - ✓ **PEEK PLUS** deposit will be adjusted as follows: determine ALL DAY tuition rate plus \$100 for Stay&Play
 - ✓ **Stay&Play** will be a \$100.00 non-refundable deposit to secure your child's space
- Payments can be made:
 - ✓ by cash, check or credit card

[Starting September 2018 PEEK will transition to accepting ACH payments only]

Pay your non-refundable deposit with your REGISTRATION FORM and then begin making monthly payments starting September 1st, 2018 through May 1st, 2019.

Keep in mind you will not pay tuition in August or in June for the school year as a portion of your deposit covers your child's preschool, pre-kindergarten classroom and Stay&Play time during those months.

Proration may occur when a child begins any time after the beginning of the school year.



2018-2019 REGISTRATION FORM

Mom's Name _____ Dad's Name _____

Mom's Cell (_____) _____ Dad's Cell (_____) _____

Mom's e-mail _____ Dad's e-mail _____

Mailing Address _____ Park City, Utah 840____

Physical Address _____ Park City, Utah 840____
(if different than mailing)

Child(ren)'s parents are: Married Divorced living with _____ other _____

CHILD #1 Name _____ Child's Birthday ____/____/____

On September 1st my child will be: ____ yrs ____ mos

Circle accordingly:					
Which Program(s):	Preschool (3 year olds)	Pre-Kindergarten (4 year olds)	Stay&Play (S&P) (3:00-6:00 Friday til 5:30)		
	Monday	Tuesday	Wednesday	Thursday	Optional Friday
Length Of Day	Mornings				Mornings
	All Day				All Day
	Stay&Play	Stay&Play	Stay&Play	Stay&Play	Stay&Play til 5:30
Public/Charter School	JRES	WSD	TSES	PPES	for Public School Children Stay&Play 12:30-5: 30
Grade	K	1	2	Other: _____	

CHILD #2 Name _____ Child's Birthday ____/____/____

On September 1st my child will be: ____ yrs ____ mos

Circle accordingly:					
Which Program(s):	Preschool (3 year olds)	Pre-Kindergarten (4 year olds)	Stay&Play (S&P) (3:00-6:00 Friday til 5:30)		
	Monday	Tuesday	Wednesday	Thursday	Optional Friday
Length Of Day	Mornings				Mornings
	All Day				All Day
	Stay&Play	Stay&Play	Stay&Play	Stay&Play	Stay&Play til 5:30
Public/Charter School	JRES	WSD	TSES	PPES	for Public School Children Stay&Play 12:30-5: 30
Grade	K	1	2	Other: _____	

REFERRED by _____

Please let us know who referred you so we may thank them



2018-2019 PAYMENT AUTHORIZATION

PAYMENT OPTIONS:

OPTION 1: PEEK accepts VISA, MasterCard or Discover.

OPTION 2: PEEK accepts cash.

OPTION 3: PEEK accepts checks made out to **The PEEK Program.**

[Starting September 2018 PEEK will transition to accepting ACH payments only.]

Credit Card Payment Authorization

I (we) hereby authorize PEEK to initiate recurring credit card charges to the below referenced credit card account for the purpose of collecting educational/childcare related payments. I (we) understand the charges to the below referenced credit card account will be based on charges that are due and payable at the time of the credit card transaction or otherwise agreed to by and between the cardholder and PEEK. I (we) understand this agreement is between myself (us) and PEEK. I (we) authorize PEEK to utilize Intuit's QuickBooks Essentials to capture, create and transmit all credit card information. All disputes will first be discussed and addressed between PEEK and the cardholder. I (we) understand to properly affect the cancellation of this agreement, I (we) am required to give PEEK written notice of revocation. A minimum of 5 business days is required to affect revocation.

CARD TYPE TO BE USED:

VISA MasterCard Discover

PLEASE COMPLETE INFORMATION BELOW:

Credit Card Number _____ Expiration Date ____/____ CCVS # _____

Cardholder Name _____

Mailing Address for Card _____

City and State Card is mailed to _____ Zip Code _____

YES, I authorize The PEEK Program to charge my credit card for the non-refundable deposit, the annual processing fee, future tuition payments and other charges related to the education/care of my child/children.

Signature _____ Date _____

YOUR CREDIT CARD INFORMATION WILL BE KEPT ON FILE EVEN IF YOU CHOOSE TO PAY BY CHECK.
PLEASE COMPLETE AND RETURN WITH YOUR REGISTRATION FORM.