



## 2019-2020 SCHOOL YEAR

Dear Future PEEK Family,

The PEEK Program is pleased to offer, for your review and consideration, our **2019-2020 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](http://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 our office team 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 18<sup>th</sup> for special enrollment priority when selecting program space. New families signing up for our programs will be considered starting January 22<sup>nd</sup>. Packets arriving early, before the 22<sup>nd</sup>, 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 **2019 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  
Director/Owner

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## 2019-2020 PROGRAM DESCRIPTIONS

PROGRAMS	DESCRIPTIONS
PRESCHOOL	Age 3 in September. Classroom size of 16 students. <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 <sup>st</sup> . Classroom size of 21 students. <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 <sup>nd</sup> grade. We offer a flexible number of days. Monday – Friday 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 <sup>st</sup> and 2 <sup>nd</sup> grades. Monday – Thursday. After arriving from public school, children in 1 <sup>st</sup> and 2 <sup>nd</sup> 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 ratios are determined 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 to all campers that 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](mailto: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](http://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 1<sup>st</sup> to begin the kindergarten school year. If your child misses the public-school cut-off then PEEK is a quality learning alternative.

What is the Space Availability and Days?

	SPACES	DAYS
Preschool	16	Monday through Friday
Pre-Kindergarten	21	Monday through Friday
Stay&Play	30	Monday through Friday
HomeWork Club	12	Monday through Thursday
Summer Camps	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](mailto:info@thepeekprogram.com).

What are your program hours?

Our school is open Monday through Friday from 8:00am – 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 program. Stay&Play runs Monday through Friday from 3:00pm – 5:30pm and Fridays from 12:30pm – 5:30pm for public school children.

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 2019-2020 TUITION SCHEDULE for the tuition adjustment; if you have additional questions then please speak with one of our office staff.

When are drop-off and pick-up times?

Please review the 2019-2020 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 100 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 <b>Quiet Time</b> 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: <a href="http://www.imagineeducation.com.au/files/Group6/09.pdf">http://www.imagineeducation.com.au/files/Group6/09.pdf</a>
What is Stay&Play?	Designed for children 3 years to 2 <sup>nd</sup> grade. PEEK offers a flexible number of days Monday through Friday from 3:00pm – 5:30pm or on Fridays from 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 <sup>st</sup> and 2 <sup>nd</sup> grade enjoy recess, followed by a substantial PEEK provided snack. Time is then set aside for the 1 <sup>st</sup> and 2 <sup>nd</sup> 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 2019-2020 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 2019-2020 REGISTRATION INFORMATION page to learn more about ACH authorization.

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 \$100.00 processing fee, per family, when you register along with the non-refundable deposit as explained on the 2019-2020 REGISTRATION INFORMATION page.
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 2019-2020 school year start?	The TENTATIVE start date is Monday, August 26 <sup>th</sup> . 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?	<b>The good news is NO!</b> 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 you a \$100 referral, Thank You check.



## TUITION SCHEDULE for the 2019-2020 School Year

PROGRAMS	HOURS	DAYS OF THE WEEK	FLEXIBLE # OF DAYS PER WK	MONTHLY RATE & Non-Refundable Deposit Amount
<b>PEEK PLUS</b>				
FLAT RATE	8:00am – 5:30pm	MONDAY – FRIDAY	1 FREE Stay&Play day A \$100/mo savings	<b>Contact The PEEK Program 435-649-9188 for a school tour</b>
<b>MORNINGS</b>				
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
<b>ALL DAY</b>				
PRESCHOOL & PRE-KINDERGARTEN	8:00am – 3:00pm	MONDAY – THURSDAY MONDAY - FRIDAY		
<b>Stay&amp;Play</b>				
PRESCHOOL, PRE-KINDERGARTEN PUBLIC SCHOOL CHILDREN	3:00pm – 5:30pm	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
<b>OTHER</b>				
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 2019 ✓ PEEK's website
DROP-IN Space available	8:00am – 5:30pm	MONDAY – FRIDAY		\$12 per hour
TRANSPORTATION FEE	From Park City Community Schools	MONDAY – FRIDAY		\$30 / month per family
REGISTRATION FEE				\$100 / 1x per school year

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



## 2019-2020 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 \$100.00 processing fee.
- Pay a non-refundable deposit equal to one month's tuition...
  - ✓ **PEEK PLUS** deposit will be adjusted as follows: determine ALL DAY tuition rate plus \$100 for Stay&Play
  - ✓ **Stay&Play** will be a \$100 non-refundable deposit to secure your child's space
- Payments can be made:
  - ✓ by cash, check or ACH

Pay your non-refundable deposit with your REGISTRATION FORM and then begin making monthly payments starting September 1<sup>st</sup>, 2019 through May 1<sup>st</sup>, 2020.

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.





## 2019-2020 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 1<sup>st</sup> my child will be: \_\_\_\_ yrs \_\_\_\_ mos

Circle accordingly:					
Which Program(s):	Preschool (3 year olds)	Pre-Kindergarten (4 year olds)	Pre-Kindergarten (4 year olds)	Pre-Kindergarten (4 year olds)	Stay&Play (S&P)
Length of Day	Monday	Tuesday	Wednesday	Thursday	Optional Friday
<b>Required</b>	AM	AM	AM	AM	AM
<b>Optional</b>	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
<b>Optional</b>	Stay&Play	Stay&Play	Stay&Play	Stay&Play	Stay&Play
<b>Public/Charter School</b>	JRES	WSD	TSES	PPES	Stay&Play 12:30-5:30
<b>Grade</b>	K	1	2	Other:	

**CHILD #2** Name \_\_\_\_\_ Child's Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_

On September 1<sup>st</sup> my child will be: \_\_\_\_ yrs \_\_\_\_ mos

Circle accordingly:					
Which Program(s):	Preschool (3 year olds)	Pre-Kindergarten (4 year olds)	Pre-Kindergarten (4 year olds)	Pre-Kindergarten (4 year olds)	Stay&Play (S&P)
Length of Day	Monday	Tuesday	Wednesday	Thursday	Optional Friday
<b>Required</b>	AM	AM	AM	AM	AM
<b>Optional</b>	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
<b>Optional</b>	Stay&Play	Stay&Play	Stay&Play	Stay&Play	Stay&Play
<b>Public/Charter School</b>	JRES	WSD	TSES	PPES	Stay&Play 12:30-5:30
<b>Grade</b>	K	1	2	Other:	

**REFERRED by** \_\_\_\_\_

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



## 2019-2020 PAYMENT AUTHORIZATION

### PAYMENT OPTIONS:

OPTION 1: PEEK accepts ACH (prefers).

OPTION 2: PEEK accepts cash.

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

## ACH Form– Automated Clearing House Form

I acknowledge that the origination of ACH Transactions to my account must comply with federal and state laws.

I authorize The PEEK Program (PEEK) to initiate either an electronic debit or to create and process a demand draft against my bank account for the purpose of collecting childcare related payments.

I understand the charges to the below referenced bank account will be based on charges that are due and payable at the time of the electronic debit, demand draft, or otherwise agreed to by and between the customer and PEEK.

I authorize PEEK to utilize Intuit's QuickBooks online to capture, create and transmit all ACH information. All disputes will first be discussed and addressed with PEEK and the bank account holder. I understand to properly affect the cancellation of this agreement, I am required to give PEEK written notice of revocation. A minimum of five (5) business days is required to affect revocation.

\_\_\_\_\_  
Parent's name (print)

\_\_\_\_\_  
Child(ren)'s name (print)

(\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_  
Telephone number associated with this account

\_\_\_\_\_  
Parent's signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

### BANK INFORMATION:

**Please attach a voided check in this space.**