

Saratoga Kirk House Preschool **2020-21 In-Person Learning Program**

Beginning October 5, 2020, Saratoga Kirk House Preschool will open for in-person learning classes from **9:00-12:00, Monday through Thursday** and attendance options are **3-day and 4-day classes**. SKP will use Fridays and our afternoon hours to clean and disinfect the learning environment to help keep SKP children, families, and staff safe. We plan to offer Lunch Bunch and a longer school day when we can do so safely.

SKP In-Person Registration and Admission Process

- To secure a spot in our program, one month of tuition is due. The payment will be applied to the first month of attendance, not the last, as was our policy in previous years. Enrollment forms will be collected before attendance and will be available online.
- No tuition adjustment will be made for a non-scheduled pandemic or emergency related closure of two weeks or less. If a non-scheduled closure extends beyond two weeks, we will convert to a distance learning program for the duration of the closure. Tuition will be charged at a rate of 35% of regular tuition for the period of distance learning.
- Registration is done on a first-come, first-served basis. Classes are contingent upon sufficient enrollment, sufficient staffing, and safe COVID-19 transmission rates in Santa Clara County.
- We will offer one or two classes, depending on enrollment. Each class of up to 12 children will become a “family group” and will have the same dedicated teachers to the fullest extent possible. Each family group will have separate classrooms, arrival and departure times, bathroom use, and outdoor playground spaces, and will not co-mingle with the other.
- Two-thirds to three quarters of the day will be spent outside, weather permitting.
- Parents and other visitors are not allowed on campus at this time. Children will be dropped off and picked up using valet-style system with an electronic sign in/out system.
- Extra hygiene measures and procedures will include thorough handwashing throughout the day, increased cleaning and disinfecting, mask wearing and physical distancing expectations.
- A strict health policy for families, children and staff will be enforced, including temperature taking, health-screening form, and exclusion due to most illnesses.
- When you enroll your child, you are committing to be a part of our preschool community. Communities are built on respect and being responsible to its members so every staff member and family will be asked to sign a “Community Commitment” regarding COVID-19 safe behaviors covering mask wearing, physical distancing, stable social bubbles, and safe travel habits.

Saratoga Kirk House Preschool
Application for In-Person Learning
2020-2021 School Year

Mailing Address:
Saratoga Kirk House Preschool
20455 Herriman Avenue
Saratoga, CA 95070
ssmartt@menlo.church

Child: _____ **Boy**____ **Girl**____
first last

Birthdate: _____
month/day/year

Parents Names: _____

Family Address: _____

Best Phone: _____

Best E-Mail: _____

Check the Desired Program:

Checks can be made out to "SKP".

- Three days a week \$540 per month
 - Monday 9-12:00
 - Tuesday 9-12:00
 - Wednesday 9-12:00
 - Thursday 9-12:00

- Four days a week \$685 per month
 - Monday- Thursday 9-12:00

- I would like to enroll my child for In Person Learning starting _____

- I am interested in Distance Learning Registration at Saratoga Kirk House Preschool

Parent Signature _____ **Date** _____

