



Sydenstricker School, Inc.

7001 Sydenstricker Road • Springfield, Virginia 22152 • 703-451-4141

www.sydenstrickerschool.com

January 3, 2022

Dear New Parents,

Sydenstricker School will accept registration applications for the 2022-2023 school year from new families starting February 7th at 7:00am. We will have an in-person process where you will be met by the Director at the front door to turn in the application. (Current families have priority and slots will be limited.)

Go to the “forms” section of our website to download the registration packet. After you fill out the registration forms, **please remit the annual Registration Fee of \$100.00 and Activity Fee of \$150.00 at the same time (\$250.00 one check only).** Once both fees have been received, your child’s slot will be secured. (There is not an on-line application or payment process.) We accept applications on a first come, first served basis. **There is not a waitlist “hold” fee.** If your child does not get one of the available slots, they will be put on a waitlist, to be maintained until September 30th. The Director will contact you if a slot becomes available. The tuition fees for the 2022-2023 school terms are available in the “forms” section of the website for your review.

We will begin conducting in-person tours starting June 20th by appointment. In the interim, take a moment to view our video on our website home page. **The Parent Handbook (listed on our website forms section) should also be reviewed to answer questions. The Parent Handbook for the 2022-2023 school year will be updated in June 2022.** We will not be conducting a summer camp program in 2022 due to staffing issues. We hope to continue with our summer program the summer of 2023.

We are very proud of the school’s excellent reputation in the community and the high standards we work hard to maintain. We are dedicated to continuing our excellence in education with your children as our top priority. The first day of school is August 29th, 2022.

Thank you for your interest in Sydenstricker School!

The Sydenstricker School Administrative Team
703-451-4141
admin@sydenstrickerschool.com



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Dear Parents:

Enclosed you will find the necessary forms to continue your child's education at Sydenstricker School. Please be reminded these pages can be downloaded from our website. If you have any difficulty, e-mail or call us and we will ensure you receive the forms.

Please provide your home or work e-mail address. This will allow us to communicate and forward any forms that might be needed to make certain your child's school folder is complete as required by the Virginia Department of Education. Forms will be provided as PDF's. If you denote your work e-mail as your primary means of communication, please make certain that our Sydenstricker e-mail address and attachments are accepted. Many local, state and federal government agencies do not accept outside e-mails anticipating junk e-mail. Thanks in advance for assisting us to communicate by the internet.

We look forward to helping your children continue their education at Sydenstricker and working in partnership with you.

Our main goals are to provide continuing progress in social, emotional and academic development for your child in a safe and nurturing environment. Thank you for trusting our dedicated staff.

Sincerely yours,

The Sydenstricker School Administrative Team



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CHILD'S NAME _____
LAST NAME FIRST NAME MIDDLE

NAME CHILD IS CALLED _____ AGE _____ BIRTH DATE _____ SEX: M F

HOME ADDRESS _____
STREET CITY STATE ZIP

PRIMARY PHONE _____ PRIMARY E-MAIL _____

FATHER'S NAME _____ FATHER'S E-MAIL _____

FATHER'S ADDRESS (IF DIFFERENT) _____
STREET CITY STATE ZIP

FATHER'S EMPLOYMENT _____ FATHER'S CELL _____

BUSINESS ADDRESS _____
STREET CITY STATE ZIP WORK PHONE

MOTHER'S NAME _____ MOTHER'S E-MAIL _____

MOTHER'S ADDRESS (IF DIFFERENT) _____
STREET CITY STATE ZIP

MOTHER'S EMPLOYMENT _____ MOTHER'S CELL _____

BUSINESS ADDRESS _____
STREET CITY STATE ZIP WORK PHONE

AUTHORIZATIONS:

EMERGENCY MEDICAL CARE

| | | |
|----------|---------|-------|
| Doctor | Address | Phone |
| Dentist | Address | Phone |
| Hospital | Address | Phone |

In the event that my/our child becomes ill or sustains an injury while in the care of Sydenstricker School, I/we give permission to those in charge to take whatever steps are necessary to obtain medical treatment.

I hereby authorize any licensed physician or medical treatment center to treat my child in case of an emergency in which the above named physician cannot be reached.

Registration Fee **MUST BE SUBMITTED** with this form to confirm your child's reservation. Health Forms **MUST BE SUBMITTED** before entering school. A copy of TUITION RATES, TEN MONTH PAYMENT SCHEDULE AND SCHOOL POLICY have been provided to me for information regarding enrollment. All sections applicable and noted have been read and understood. We agree that the regulations contained herein will be complied with.

DATE _____ SIGNATURE OF MOTHER _____

DATE _____ SIGNATURE OF FATHER _____



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ATTACHMENT TO REGISTRATION

Date of Application: _____ Approval of Registrar: _____

Name of Child: _____ Date of Birth: _____

Give us your reasons for choosing Sydenstricker: _____

Does your child have special needs? Helpful hints are appreciated. _____

Has your child previously attended a Pre-School or Daycare Center? _____

Name of School or Daycare Center: _____

From: _____ To: _____

Reasons for leaving: _____

All children entering Sydenstricker will be given a two week adjustment period to make certain that the placement into the appropriate age group is a good fit for the new student.

Admittance to Sydenstricker requires the following:

1. The completion of all Enrollment Forms
2. Full Payment of all Fees including the Registration Fee, Activity Fee and Book Fees (In case of a late enrollment, the First and Last Tuition Payment is also required.)

Parent Signature: _____ Date: _____

E-mail: _____ Home or Cell Phone: _____



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Schedule One: Fees and Information for Half Day or Part Time Students.

2022-2023 SCHOOL TERM & FEES: EFFECTIVE SEPTEMBER 2022

The school year begins with Open House on August 26, 2022. Details will be provided at a later date. Classes start on August 29, 2022 and tentatively end on June 8, 2023 depending on Fairfax County school calendar and inclement weather adjustments.

CLASS PROGRAM FEES:

Our tuition is an annual fee divided into ten equal payments. **FIRST PAYMENT** is due June 1st. **SECOND PAYMENT** is due September 1st. **FINAL PAYMENT** is due May 1st. Students entering the school year during mid-term will be required to make a double payment which will cover the initial fee for the first and last month of classes.

BILLS WILL NOT BE MAILED. Tuition payments are due and payable IN ADVANCE on the FIRST OF THE MONTH and should be received NO LATER THAN THE 5TH. A \$35.00 LATE FEE WILL BE CHARGED for payments received after this date. Returned checks will not be redeposited, and a service charge of \$50.00 is due in addition to the tuition amount for the returned check.

| CLASS PROGRAMS | TIME | REGISTRATION FEE (YEARLY) | YEARLY TUITION | MONTHLY TUITION |
|---------------------------------------|--------------------|---------------------------|----------------|-----------------|
| 5-Day AM Pre-School Program 3's | 9:00 AM - 11:45 AM | \$100.00 | \$5,500.00 | \$550.00 |
| 5-Day AM Pre-School Program 4's | 9:00 AM - 11:45 AM | \$100.00 | \$5,500.00 | \$550.00 |
| 3-Day AM Pre-School Program 3's | 9:00 AM - 11:45 AM | \$100.00 | \$4,750.00 | \$475.00 |
| 5-Day Full Day Program (3's and 4's) | 9:00 AM - 3:00 PM | \$100.00 | \$9,000.00 | \$900.00 |
| 5-Day Full Day Program (Kindergarten) | 9:00 AM - 3:00 PM | \$100.00 | \$9,250.00 | \$925.00 |

- NO LATE ARRIVALS CAN BE ACCEPTED.
- A five (5%) percent tuition assistance discount is given for a second child.
- FULL CARE IS AVAILABLE. Please refer to SCHEDULE TWO for fees.
- Children should ARRIVE fifteen (15) minutes PRIOR to class time to socialize with their classmates.
- A four (4) week written notice is required if a student is to be withdrawn from school.

REGISTRATION FEE - \$100 per student • ACTIVITY FEE - \$150 per student

Registration and Activity Fee are PAYABLE WITHOUT EXCEPTION WITH THE APPLICATION FOR ADMISSION. A slot will NOT be secured without payment of these fees. The Registration Fee is SEPARATE from the tuition and is NON-REFUNDABLE. The Activity Fee covers: Administrative Fees, Classroom Supplies, Accident Insurance, the Lunch Box, and Sydenstricker School Bag.

BOOK FEE - 3's - \$50 per student • 4's - \$190 per student • K - \$250 per student

All students entering Sydenstricker School will be required to purchase their respective curriculum book kits that includes all books, workbooks, and writing tablets. Book Fees are due July 1st, August 1st. Students enrolling after August 1st: All book fees are due with registration fee.

HOURLY CARE - \$15.00 per hour

The school provides care before and after regular class periods. The correct amount is due at pick-up.

READING PROGRAM:

Sydenstricker's Academic Approach to reading is unique. Every student presently attending the school is experiencing a different phase of this reading process which will be the foundation for a successful learning experience. The excitement and enthusiasm this accomplishment creates is tremendous and we feel it is the greatest gift we can give our students.

The school offers a traditional academic program in a unique first school setting. Small class sizes and high expectations allow for tremendous individual growth and development in every area. We provide a stable and predictable atmosphere for learning. We focus on cognitive abilities, language expansion, math and number manipulation, and handwriting. We utilize the A Beka curriculum because of its strong emphasis on phonics. **OUR STANDARDS ARE HIGH.** We wish to develop the total child.



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Schedule Two: Fees and Information for Extended Care Students (include Academic Curriculum).

2022-2023 SCHOOL TERM & FEES: EFFECTIVE SEPTEMBER 2022

The school year begins with Open House on August 26, 2022. Details will be provided at a later date. Classes start on August 29, 2022 and tentatively end on June 8, 2023 depending on Fairfax County school calendar and inclement weather adjustments. We will be closed during Spring Break, Federal Holidays, the day after Thanksgiving and between Christmas and New Year. **BILLS WILL NOT BE MAILED. FEES: Our tuition is an annual fee divided into ten equal payments. FIRST PAYMENT** is due June 1st. **SECOND PAYMENT** is due September 1st. **FINAL PAYMENT** is due May 1st. Returned checks will not be redeposited, and a service charge of \$50.00 is due in addition to the tuition amount for the returned check.

| REGISTRATION | 5 EXTENDED DAYS | 4 EXTENDED DAYS | 3 EXTENDED DAYS |
|----------------------|--------------------|--------------------|--------------------|
| \$100.00 Paid Yearly | \$1,190.00 Monthly | \$1,085.00 Monthly | \$1,010.00 Monthly |

Book Fees are due July 1st, August 1st. Students enrolling after August 1st: All Book Fees are due with Registration Fee of \$100 and Activity Fee of \$150.00. A five (5%) percent tuition assistance discount is given for a second child.

HOURS OF OPERATION:

Hours of operation: 7:00 AM to 6:00 PM. Pickup policy after 6:00 PM: First five (5) minutes @ \$1.00 per minute. After five minutes, the penalty is \$5.00 per minute. Fee is due at pick-up or the following day.

At Sydenstricker School, parents and teachers working together bring about a wonderful first school experience. If, however, for some reason, a child cannot make the necessary adjustment then we may suggest that parents consider waiting for another year before re-admitting their child. **In case of a working parent, we would suggest a homecare provider.** This will allow time for the child to mature a little more. Physical disciplinary actions WILL NEVER be taken against a child. All concerns and problems will be thoroughly discussed with the parents and teachers of the school. On rare occasions, students are unable to adapt to the program. For these isolated cases, the school will assist to relocate students to the most appropriate program available in our area. The school will allow two (2) weeks for relocation.

BREAKFAST • LUNCH SERVICE:

Breakfast and lunch items will NOT be provided to students due to the COVID-19 pandemic. Parents will need to prepare their children’s lunches and morning snack. **Parents know best what their children like.** The school will provide a late afternoon snack.

READING PROGRAM:

Sydenstricker’s Academic Approach to reading is unique. Every student presently attending the school is experiencing a different phase of this reading process which will be the foundation for a successful learning experience. The excitement and enthusiasm this accomplishment creates is tremendous and we feel it is the greatest gift we can give our students.

The school offers a traditional academic program in a unique first school setting. Small class sizes and high expectations allow for tremendous individual growth and development in every area. We provide a stable and predictable atmosphere for learning. We focus on cognitive abilities, language expansion, math and number manipulation, and handwriting. We utilize the A Beka curriculum because of its strong emphasis on phonics. **OUR STANDARDS ARE HIGH.** We wish to develop the total child.

REGISTRATION FEE - \$100 per student • ACTIVITY FEE - \$150 per student

Registration and Activity Fee are PAYABLE WITHOUT EXCEPTION WITH THE APPLICATION FOR ADMISSION. A slot will NOT be secured without payment of these fees. The Registration Fee is SEPARATE from the tuition and is NON-REFUNDABLE. **The Activity Fee covers:** Administrative Fees, Classroom Supplies, Accident Insurance, the Lunch Box, and Sydenstricker School Bag.

BOOK FEE - 3’s - \$50 per student • 4’s - \$190 per student • K - \$250 per student

All students entering Sydenstricker School will be required to purchase their respective curriculum book kits that includes all books, workbooks, and writing tablets. **Book Fees are due July 1st, August 1st. Students enrolling after August 1st: All book fees are due with registration fee.**



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PROOF OF IDENTITY

We are providing Sydenstricker School a copy of our child's birth certificate. YES NO

If we do not agree to provide a copy of our child's birth certificate then proof of identity is established by:

- Birth Registration Card
- Notification of Birth
- Passport
- Copy of the Placement Agreement
- Record from a Public School in Virginia
- Copy of Entrustment Agreement

 Parent Signature

 Date

OFFICE USE ONLY IDENTITY VERIFICATION

If proof of identity is required and a copy is not kept, please fill out the following:

| | | | |
|---------------------|------------|--------------------------|------------------------------|
| Place of Birth | Birth Date | Birth Certificate Number | Date Issued |
| Other Form of Proof | | Date Document Viewed | Person Viewing Documentation |

Date of Notification of Local Law-Enforcement Agency (when required proof of identity is not provided): _____

Proof of the child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof of the child's identity from a child placing agency (foster care and adoption agencies), record from a public school in Virginia, certification by a principal or his designee of a public school in the U.S. that a certified copy of the child's birth record was previously presented or copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent. Viewing the child's proof of identity is not necessary when the child attends a public school in Virginia *and* the center assumes responsibility for the child directly from the school (i.e., after school program) or the center transfers responsibility of the child directly to the school (i.e., before school program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.



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INFECTION CONTROL

It is inevitable that children will get sick. As children begin to have contact with the world outside that of their own families, they come into contact with germs and bacteria that are foreign to their bodies. This is the way they build immunities. COVID-19, its variants, and MIS-C has changed the lens in which we measure what we considered an everyday cold or fever. In a school setting, it is possible that the illness of one child can spread rapidly through the group to other children and staff members if stringent measures to prevent this spread are not taken.

For this reason, the staff at the school will take constant precautions to prevent the spread of disease. Many common childhood diseases are contagious. They are spread by germs which may be spread in several ways. Intestinal tract infections are spread by stool. Respiratory tract infections are spread through coughs, sneezes, and runny noses. Other diseases are spread through direct contact. We are still learning about COVID-19, its variants, and MIS-C and there are multiple symptoms that make this illness so hard to predict. That is why we have to be even more vigilant. Careful hand washing by staff and children greatly reduces the risk of spreading illnesses. Other precautions include working to maintain sanitary conditions throughout the school and separating sick children from those that are well.

You, the parents, can help us in an effort to keep your children healthy. We ask your cooperation in the following ways:

- A parent or designee will have to acknowledge responsibility that they will be in compliance with requirements on a weekly basis during the pandemic by signing a waiver.
- If your child has been exposed to any communicable disease, we ask that you notify us of the exposure.
- Children or staff with household members who are known to have COVID-19 or a COVID-19 variant should be excluded from the child care facility.
- Children or staff with fever of 100.4° F or higher, cough, or shortness of breath must be excluded from child care facilities and isolated from others.
- If your child appears cranky (not moody) or less active than usual, or just seems generally unwell, your child must stay at home.

If your child shows any of the symptoms listed below, you will be called and asked to come immediately to get your child. If you cannot pick them up within the hour, an emergency contact will be called. This measure is in place to protect other children and staff. If your child has any of the following symptoms at home, we ask that you keep him/her out of school until your physician says it's acceptable to return. A release/note from the doctor will be required (electronic form is acceptable).

- | | | |
|--|--|-------------------------------------|
| • Fever – 100.4 degrees orally (or higher) | • Chills/Shaking with chills | • Unusual spots or rashes |
| • Severe coughing – dry or uncontrolled - child gets red or blue in the face – child makes high pitch croupy or whooping sounds after the coughs | • Muscle pain | • Sore throat or trouble swallowing |
| • Difficult or rapid breathing | • New loss of taste or smell | • Infected skin patches |
| | • Yellowish skin or eyes | • Headache and stiff neck |
| | • Pinkeye – tears, redness of eyelid lining, followed by swelling & discharge of pus | • Vomiting (of any kind) |
| | • Diarrhea | • Severe itching or body or scalp |

PARENTAL AGREEMENT

I have read and understand the attached infection control policy, and I agree to abide by them for the protection of my child as well as the other children and staff members at Sydenstricker School.

Child's Name: _____

Parent • Guardian Signature

Date



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PARENT • SCHOOL PROCEDURE AGREEMENT

Is your child living with both parents? Yes No

Is the address the same as indicated on the application form? Yes No

List two (2) emergency contact persons; one can be living out of state.

Name: _____ Home AND Cell: _____

Address: _____

Name: _____ Home AND Cell: _____

Address: _____

List allergies and intolerance to substances: _____

Person or persons AUTHORIZED TO PICK-UP CHILD: (List below)

1. Sydenstricker School agrees to notify the Parent/Guardian whenever the child becomes ill and the Parent/Guardian agrees to pick up the child as soon as possible.
2. The Parent/Guardian authorizes Sydenstricker School to obtain immediate medical care when Parents and emergency contact persons cannot immediately be reached.
3. As a parent, I will make sure that my child safely enters the school building. I acknowledge that all traffic is one way, with no backing up in the school circle. My car/vehicle will be turned off (keys removed). I WILL NOT LEAVE UNATTENDED CHILDREN IN MY CAR. Our teachers will be certain that your child is returned to you safely.
4. Parents of all students are required to sign out their children on a daily basis and noting the time of pick-up. (Sign out list is located in the dismissal basket).
5. I agree to notify the school when my child gets a contagious illness, enabling the school to prevent it from spreading unnecessarily.

_____ Date

_____ School Official

_____ Parent Signature

_____ Parent



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EXTENDED CARE

My child, _____, will attend Sydenstricker School from:

| | | | |
|--------------------|------------------------|------------|-----------|
| 9:00 AM - 11:45 AM | Pick up time: 11:45 AM | Yes: _____ | No: _____ |
| 9:00 AM - 3:00 PM | Pick up time: 3:00 PM | Yes: _____ | No: _____ |
| 7:00 AM - 6:00 PM | Pick up time: 6:00 PM | Yes: _____ | No: _____ |

I am aware that I am contracting for the ABOVE listed time and that any deviation from that schedule will result in additional charges PAYABLE upon PICK-UP. I am also aware that EXTENDED CARE terminates at 6:00 PM and will avoid LATE CHARGES BY PICKING UP ON TIME. Failure to do so may result in change of schedule determined by the Director.

HOURS OF OPERATION

- Our standard hours of operation are 7:00 AM to 6:00 PM.
- Half day hours are from 9:00 AM to 11:45 AM. Half day students must be picked up no later than 12:00 PM.
- Full day hours are from 9:00 AM to 3:00 PM.

LATE PICKUP POLICY

In the event that a child is not picked up by their designated time, the staff member on duty will first call the child's parent and if they are unable to reach a parent, they will then call from the child's emergency pick up list. A message will then be left for the parent.

There is a late pick up penalty is of \$1.00 per minute for the first 5 minutes and \$5.00 a minute there after. A notice/bill will be presented to the parent and a copy will be placed in the student's folder.

I have reviewed all information on this page and confirm the noted information is correct.

Parent Signature

Date



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TRANSPORTATION POLICY AGREEMENT

I, _____, agree that:

- My vehicle shall be in safe operating condition and shall display a current inspection sticker.
- I will check the gas, oil, window washer fluid supply and tire pressures.
- My vehicle shall be clean and free of any obstructive debris on floors and seats.
- A first aid kit shall be on board.
- I will inform the school of any moving violations past or future.

When loading and unloading passengers:

- I will stop at the curb, out of the way of traffic, and on a side street instead of a busy street.
- I will use my flashing lights.
- I will supervise children boarding and leaving the vehicle.
- I will supervise children crossing any street to get to or from the vehicle.
- I will ensure that the children exit and enter the vehicle one at a time.
- I will check the signed permission slip for each child.
- I will maintain a roster and emergency contact information for each child.

I have reviewed all information on this page.

Parent Signature

Date



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STUDENT OPT OUT FORM

SCHOOL BREAKFAST/SNACKS

In order to ensure that we respect your child's dietary needs and/or restrictions, Sydenstricker School maintains the following policy (Section 3.5 of the Sydenstricker Parent Handbook): "...Students with any dietary restrictions, due to allergies, medical needs, or lifestyle preferences, must have all snacks provided for them by their parents/guardians. These students will not be counted in the regular classroom snack list. There will be no exceptions."

I would like to opt out my child _____ out of any food provided by the school for the following reason (please circle one):

Dietary Restrictions • Food Allergies • Medical Needs • Lifestyle preferences • Other _____.

I understand that I will be responsible for providing all snacks for my child to include: breakfast, morning, afternoon and special occasions.

INSECT REPELLENT

I, _____ DO NOT want my child _____ to be sprayed with insect repellent provided by the school. I, _____, WILL PROVIDE insect repellent for my child _____.

Spray log in date _____

WEB PERMISSION

We are excited to be able to share new information through our web site, www.sydenstrickerschool.com. Updated school information, including school closings, late openings, and field trip information, will be posted. Names of children will not be made public anywhere, but we do need permission for your child's photo to be posted online.

- Yes, my child _____ has permission to be photographed participating in school activities. These photographs can be placed on the school's web site.
- No, I do not wish photographs of my child _____ to be posted on the web site.

I have reviewed all information on this page and confirm the noted information is correct.

Parent Signature

Date