

# The Colts Neck Reformed Church Nursery School 2012-2013 School Year

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## **Tullis Savage, Director**

Joy Lenz, Secretary to the Nursery School

Dear Parents;

Thank you for your interest in the **PLAYGROUP**.

The **PLAYGROUP** is designed for the younger child as an introduction to a structured environment without the parent. The playgroup provides supervised play with age-appropriate toys, simple songs, nursery rhymes and stories. We also include some gross motor activities through music and occasional outside play. This class is scheduled for 1-½ hours.

The children in playgroup do not have to be toilet trained, though it is desirable; however, you must provide a diaper bag with all of the necessary items including disposable gloves and a change of clothes.

The class will begin in late-September after a "meet-the-teacher" day, and will continue through the month of May. Tuition will be paid monthly. A calendar, separate from the nursery school, will be created for playgroup.



Tullis Savage, Director

## **MISSION STATEMENT**

The Colts Neck Reformed Church Nursery School exists to provide a nurturing, safe but structured environment for children. We are called to build a community of friendship and caring for all of our families through our educational program.

We are inspired to encourage children to grow in God's grace (2 Peter 3:18); grow in knowledge and strength (Luke 2:40); and grow in the understanding and the "living out" of what it means to "love your neighbor" (Luke 10:27).

## **PROGRAM PHILOSOPHY**

The Colts Neck Reformed Church Nursery School believes in the importance of traditional values – respect, honesty, empathy – and are teaching and role modeling them in our classroom. Our goal is to enhance these values that we believe are being taught in our children's homes and to partner with parents. In addition, our goal is to prepare children for Kindergarten through developmentally appropriate educational curriculum and activities.

Our classroom opportunities promote independence, self-confidence and self-control. We use praise and encouragement to motivate the children to strive to higher levels of achievement.

### **Registration Fee:**

**\$35.00 is due with this application. This fee is non-refundable.** Registration is limited, and all applications will be handled on a first come, first served basis.

### **Tuition Payments:**

Tuition for one month of PLAYGROUP classes must be paid in advance by June 1, 2012. This payment is non-refundable.

- **PLAYGROUP**

AM – 1-1/2 hour class beginning in October and continuing through May, for the 2-1/2 year old or older child who is able to separate from the parent/caregiver. Class is limited to eight children with a teacher and a teacher assistant. Classes will be held on Monday and/or Wednesday morning.

One day per week	\$120.00/month
Two days per week	\$175.00/month

**Mandatory Forms:** After receiving your deposit, a **medical form and parent reference form** will be mailed to you. The medical form must be completed by your child's physician and include his/her up-to-date immunization record. The **parent reference form** is to be written and signed by two people who can vouch for your character. This form must be completed by **all parents**. All of these forms must be returned on or before the first day of school.

**Department of Children and Families**  
**Office of Licensing**  
**INFORMATION TO PARENTS**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

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Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at [www.state.nj.us/lps/ca/recall/recalls.htm](http://www.state.nj.us/lps/ca/recall/recalls.htm). Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1(800) 242-5846.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.nj.gov/dcf](http://www.nj.gov/dcf) and select Publications.

# Colts Neck Reformed Church Nursery School PLAYGROUP 2012-2013

one day, Mon. or Wed.; or two days (CIRCLE ONE)

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Sex: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone/Pager # \_\_\_\_\_

Allergies: \_\_\_\_\_ Physical Limitations: \_\_\_\_\_

Siblings and Ages: \_\_\_\_\_

Child's Doctor \_\_\_\_\_ Phone: \_\_\_\_\_

Doctor's Address: \_\_\_\_\_

## WHERE TO REACH PARENTS

Father's Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Father's Business Address: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Mother's Business Address: \_\_\_\_\_

Mother's email address: \_\_\_\_\_

## LOCAL PERSONS AUTHORIZED TO PICK UP CHILD AND/OR CONTACT IN CASE OF EMERGENCY, IF NEITHER PARENT IS AVAILABLE

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

## DISCLOSURE STATEMENT

In order to protect the safety of children, New Jersey law requires staff and parents of child care agencies, including nursery schools, to make criminal conviction disclosures. Traffic violations are not included.

### Primary Helper

I have \_\_\_\_\_, have not \_\_\_\_\_ been convicted of a crime.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### Secondary Helper

I have \_\_\_\_\_, have not \_\_\_\_\_ been convicted of a crime.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

(OVER)

## COLTS NECK REFORMED CHURCH NURSERY SCHOOL PLAYGROUP 2012-2013

### Information to Parents

I have received the information to parents statement that is required by the Division of Youth and Family Services.

\_\_\_\_\_  
*Signature of Parent or Guardian*

### Medical Emergency Consent Form

If I cannot be reached in case of a medical emergency involving my child \_\_\_\_\_ who is a student at the Colts Neck Reformed Church Nursery School, I hereby give my consent to a physician, hospital staff and/or ambulance squad to give necessary medical aid to my child.

\_\_\_\_\_  
*Signature of Parent or Guardian*

If my child has life threatening allergies I will provide the school with physician-signed instructions and physician prescribed medication to be used in an emergency situation. Without these my child is ineligible to attend.

\_\_\_\_\_  
*Signature of Parent or Guardian*

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### Policy On Release

If no responsible adult can be reached at my home, business or emergency telephone numbers in case of an unforeseen event where I should **fail to pick up** my child \_\_\_\_\_ within ½ hour of the close of the Colts Neck Reformed Church Nursery School, I request that his/her teacher or the Director of the school take my child to her residence, rather than letting the Division of Youth and Family Services take custody of my child. I understand that by evening, the Director will consult with the Colts Neck Reformed Church minister and/or Consistory person and if no responsible parent or authorized adult can be reached, the DYFS 24 hour hotline will be called and my child will be placed in protective custody.

\_\_\_\_\_  
*Signature of Parent or Guardian*

### Discipline

Teachers are responsible for the discipline of the children at the Colts Neck Reformed Church Nursery School. When a child is aggressive or excessively disruptive, the teacher will attempt to redirect the child. If unsuccessful, the teacher will attempt to reason with the child and explain the need for a change in behavior. If both of these methods are ineffective, a short supervised "time-out" may be helpful. These "time-outs" will be either within the classroom or with the Director in an adjacent room. I understand that I will be notified if my child's aggressive behavior cannot be redirected using appropriate methods and is a threat to the other children.

\_\_\_\_\_  
*Signature of Parent or Guardian*