



# HOWLEY SCHOOL

Pre-School and Child Care Center - 555 Second Street - Trenton, NJ 08611 (609) 394-3283

Today's Date \_\_\_\_\_

**Child's name** \_\_\_\_\_

Date of birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Address \_\_\_\_\_

**Mother's Name** \_\_\_\_\_ Tel# \_\_\_\_\_

Place of Employment \_\_\_\_\_ Tel# \_\_\_\_\_

Address \_\_\_\_\_

**Father's Name** \_\_\_\_\_ Tel# \_\_\_\_\_

Place of Employment \_\_\_\_\_ Tel# \_\_\_\_\_

Address \_\_\_\_\_

Are the parent's \_\_\_\_\_ together \_\_\_\_\_ divorced \_\_\_\_\_ separated

Who has legal custody? \_\_\_\_\_

Is there a court order? \_\_\_\_\_ yes \_\_\_\_\_ no, if yes we will need a copy for our files.

Is anyone denied visitation or contact with the child through a court order? \_\_\_\_\_

If yes please indicate who \_\_\_\_\_

**Child's Pediatrician** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone #** \_\_\_\_\_

Does your child have any medical conditions? \_\_\_\_\_ If yes explain:

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**AUTHORIZED DROP OFF AND PICK UP**

Please list anyone beside yourself who is authorized to drop off and pick up your child. If someone attempts to pick up your child and his/her name is not on this list, your child will not be released.

<b><u>NAME</u></b>	<b><u>RELATIONSHIP TO CHILD</u></b>	<b><u>PHONE NUMBER</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EMERGENCY CONTACTS**

Please list in order of preference any person who is to be called in case of an emergency other than yourself

<b><u>NAME</u></b>	<b><u>RELATIONSHIP TO CHILD</u></b>	<b><u>PHONE NUMBER</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____



## EMERGENCY RELEASE FORM

This is to certify that in the event of an accident or illness while my child is enrolled at Howley School to transport my child to

**HOSPITAL** \_\_\_\_\_

By signing below, I hereby constitute and appoint Howley School, my true and lawful attorney, for the purpose of authorizing medical treatment to, and performance of any procedure determined to be necessary after consultation with emergency or family physician, for my child.

**Signature of Parent** \_\_\_\_\_

**Child's Name** \_\_\_\_\_



Date \_\_\_\_\_

I have been notified upon registration that NO meals are provided by Howley School LLC, but may be available at other centers.

I \_\_\_\_\_ Parent/guardian of  
\_\_\_\_\_ will provide my child with lunch and snack.

I will provide my child breakfast at home.

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Date \_\_\_\_\_

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of \_\_\_\_\_ will provide my child with lunch and snack.

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## **WHAT WILL YOU NEED TO BRING THE FIRST DAY**

### **CRIB SIZE SHEET AND SMALL BLANKET**

We supply a sleeping mat for your child's use only. Supply **a crib size sheet and baby blanket.**

Please **do not** send a **"Twin"** sheet or blanket as it is too large for the mat and takes up  
Too much room in their cubby.

### **SMALL CANVAS BAG**

To store the child's sleeping items.

### **CLOTHING**

Weather appropriate change of clothes to be left at school

With 2 pairs of socks and underwear.

### **FAMILY PHOTOS**

To be placed in their cubby for a feeling of security.

### **LUNCH**

Lunch is required daily consisting of a sandwich, 2 100% juices, and 2 healthy snacks.



## **HOWLEY SCHOOL DISCIPLINE POLICY**

The methods of guidance and discipline used at the Howley School shall be a positive approach consistent with the age and developmental need of the child and lead to the child's to maintain self-control.

The staff members shall not discipline children for failing to eat, sleep or soiling themselves. Children who are showing inappropriate behavior may be removed from a group activity to another area under the supervision of another staff member or continuously visible to a staff member for a short "time out" period. Time out is never a punishment and lasts only as long as it takes for the child to come down and talk about feelings with the teacher. Showing appreciation for appropriate behavior throughout the day is the most effective way to teach children what is expected of them. We believe that a loving, consistent, non-punitive approach to managing behavior is the best way to teach children self-control, independence and caring.

## **POLICY ON THE RELEASE OF CHILDREN**

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s)
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s) have failed and the staff member cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such individual, the center shall ensure that:

1. The child may not be released to such an impaired individual ;
2. Staff member attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make and alternative arrangements, a staff member shall call the Division's 24 hour child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).



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