

The Metuchen Preschool

250 Grove Avenue, Metuchen, NJ 08840 732-605-4730

Website : TheMetuchenPreschool.com

Email : Director@TheMetuchenPreschool.com

2023-2024 Preschool Registration Form

Registration Fee (A)	\$ <u>150.00</u>	Class: 2 1/2	Pre-K3	Pre-K4
Enrollment Deposit (B)	\$ _____ (one month's tuition)	Days _____	Time _____	
Total Due (A and B)	\$ _____	8:00 Drop Off	5:00 Pick Up (3s & 4s)	
Total Received	\$ _____	Sibling Discount Y N		
Type of Payment _____	Date Paid _____	Office: Teacher _____		

Child's Name _____ M () F () Birth Date _____

Home Address _____

Special concerns or Allergies. If medication is required at school, please ask for forms.

Pediatrician Name _____ Phone Number _____

Primary Parent Name _____ Preferred Phone Number _____

Primary Parent Email Address _____

Second Parent Name _____ Preferred Phone Number _____

Second Parent Email Address _____

Include Second Parent on All Emails Y N

Siblings:

1) _____ 2) _____ 3) _____

Authorized Pick-Up List – Name, Relationship, and Phone Number

1) _____

2) _____

3) _____

Two-Year-Old Class – for our youngest students who are 2 ½ (or almost 2 ½) by October 1, 2023

Mark class below:

_____ Monday/ Wednesday 9:00-12:00	\$295/month
_____ Tuesday/Thursday 9:00-12:00	\$295/month
_____ Monday/Wednesday/Friday 9:00-12:00	\$345/month
_____ Tuesday/Thursday/Friday 9:00-12:00	\$345/month
_____ Monday to Friday 9:00-12:00	\$495/month
_____ 8:00 Early Drop Off / Monthly Fee	\$45 two days/\$65 three days/\$95 five days

Three-Year-Old Class – for students who are 3 years old by October 1, 2023

	Bring Lunch	Bring lunch
Please circle time preference:	<u>9:00-1:00</u>	<u>9:00-3:00</u>

Mark class below:

_____ Monday/Wednesday/Friday	\$385/month	\$545/month
_____ Tuesday/Thursday	\$310/month	\$395/month
_____ Monday/Tuesday/Thursday	\$385/month	\$545/month
_____ Tuesday/Thursday/Friday	\$385/month	\$545/month
_____ Tuesday/Wednesday/Thursday	\$385/month	\$545/month
_____ Monday – Friday (5 Day)	\$500/month	\$725/month
_____ 8:00 Early Drop Off (Monthly Fee)	\$45 two day/\$65 three day/\$95 five day	

Four-Year-Old Class – for students who are 4 years old by October 1, 2023 – All classes bring lunch

	Bring Lunch	Bring Lunch
Please circle time preference:	<u>9:00-1:00</u>	<u>9:00-3:00</u>

Mark class below:

_____ Monday/Wednesday/Friday	\$385/month	\$545/month
_____ Monday/Tuesday/Thursday	\$385/month	\$545/month
_____ Tuesday/Thursday/Friday	\$385/month	\$545/month
_____ Tuesday/Wednesday/Thursday	\$385/month	\$545/month
_____ Monday – Friday (5 Day)	\$505/month	\$725/month
_____ 8:00 Early Drop Off (Monthly Fee)	\$45 two day/ \$65 three day/\$95 five day	

An extended day option is available until 5:00 for 3- and 4-year-olds for \$175.00/month

One month’s tuition is due with registration as the enrollment deposit. The enrollment deposit is applied to tuition for June 2024.

The Metuchen Preschool Policy and Permission Page

Please read, sign, and return both pages with the registration form, registration fee, and enrollment deposit.

Student's Name: _____

Licensing Requirements

I have read and received a copy of the Information to Parents statement prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (attached.)

Parent/Guardian Signature

Date

Expulsion Policy

I have read, received, and understand the Expulsion Policy of The Metuchen Preschool.

Parent/Guardian Signature

Date

Parent Handbook

The Parent Handbook will be emailed over the summer. The parent handbook includes information about tuition payments, vaccinations, snow days, trips, arrival/dismissal, clothing, lunch, snacks, birthdays, and more.

Permission for Medical Treatment

I give my permission for emergency medical treatment to be administered to my child in the event I cannot be reached immediately.

Parent/Guardian Signature

Date

Permission for Participation

I give permission for my child to participate in planned, at-school activities such as yoga, concerts, and special activities. Advanced notice will be given for class trip.

Parent/Guardian Signature

Date

The Metuchen Preschool Policy and Permission Page, continued

Withdrawal Policy

The registration fee and enrollment deposit (applied to June 2024 tuition) are required to be paid to be registered. I understand the registration fee is not refundable. I understand the enrollment deposit is only refundable if my child is withdrawn from the program because he/she has been accepted into a public school's special needs program in lieu of private preschool, or before the start of school on a sliding scale as follows: 50% of the enrollment deposit is refundable if I withdraw my child before March 1, 2023, and 25% is refundable if I withdraw my child after March 1, 2023 but before May 1, 2023. I understand I will not receive a refund if I withdraw my child after May 1, 2023.

Parent/Guardian Signature

Date

Class/Address List

I give my permission to have my child's name, address, and telephone number on a class list to be distributed to classmates for birthday parties or play dates.

Parent/Guardian Signature

Date

Permission to use Photos and Videos

Pictures and videos of your child may be taken while participating in The Metuchen Preschool activities. Sometimes we use photos/videos on our website, Facebook page, Instagram and in the classrooms. The purpose is always to present our school and its students, and staff in a positive way. Children are not identified by name in photos/videos. Please sign below if you give permission.

My child's image may be used in school, on the website, Instagram, and Facebook pages.

Parent/Guardian Signature

Date

Policy on the use of Technology and Social Media(Attached)

I have read and understand The Metuchen Preschool's Technology and Social Media Policy.

Parent/Guardian Signature

Date

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 childcare 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 childcare 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.

* * * * *

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 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.

INFORMATION TO PARENTS, Cont'd

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 provide reasonable accommodations for children and/or parents with disabilities and 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 609292-4605 (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 800-5140301 (voice) or 800-514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html. Internet access may be available at your local library. For more information, call the CPSC at 800-638-2772.

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 Central Registry Hotline, toll free at (877) NJ ABUSE / 877-652-2873. 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.state.nj.us/dcf/ and select Publications.

The Metuchen Preschool Expulsion Policy

The Metuchen Preschool's mission is centered on the children in our care. We design programs that support children's growth and challenge them to learn as unique individuals.

Because our program is based on developing a partnership with each family, it is only on rare occasions that we have to expel a child from our program, either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from this school:

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to abide by the school's policies or requirements imposed by licensing or accreditation agencies
- Physical or verbal abuse to staff, children, or anyone else at the school
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child
- Failure to pay/habitual lateness in payments

CHILD'S ACTIONS FOR EXPULSION

- A child appears to be in danger to him/herself, other children, employees, or anyone else at the school
- When medical, psychological or social service personnel, working with the school determine that continued enrollment could be harmful or not in best interest of the child
- Uncontrollable tantrums/angry outbursts, biting, or ongoing physical or verbal abuse to staff or other children
- Any situation whereby accommodations required for a child's success and participation place an undue burden on school resources and finances
- Failure of child to adjust after a reasonable amount of time

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, appropriateness of activities, supervision
- Staff will always use positive methods and language while disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- A brief time-out will be given so child can regain control
- Child may lose special privileges
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be notified verbally
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion
- The parent will be given literature or other resources regarding methods of improving behavior
- Recommendation of evaluation by professional consultation on premises may be made
- Recommendation of evaluation by local school district child study team may be made

The Metuchen Preschool Expulsion Policy (continued)

SCHEDULE OF EXPULSION

- **If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or come to an agreement with the school**
- **The parent/guardian will be informed regarding the length of the expulsion period**
- **The parent/guardian will be informed about the expected behavioral changes required in order for the child to return to the school**
- **The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate childcare (approximately one to two weeks' notice depending on risk to other children's welfare or safety)**
- **Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the school**

A CHILD WILL NOT BE EXPELLED

- **If a child's parent(s):**
 - **Made a complaint to the Office of Licensing regarding the school's alleged violations of the licensing requirements**
 - **Reported abuse or neglect occurring at the school**
 - **Questioned the school regarding policies and procedures**
- **Without giving the parent an adequate amount of time to make other childcare arrangements**

The Metuchen Preschool Policy On The Use of Technology and Social Media

We acknowledge that social media can play an important role in maintaining communication with families and the local community in today's society. The Metuchen Preschool aims to ensure that our school, students, educators and families are not compromised on any form of social networking. At The Metuchen Preschool social media is used as an additional means of communication between our school and the families we service. Users should safeguard the privacy, dignity and rights of the preschool, our students, staff, and families. When posting pictures on individual social media pages, please refrain from posting pictures of other children.