



## **Eatontown Community Center Cooperative Preschool 732- 389-7647**

### **Registration Procedures**

- 1. If possible, it is recommended that parents visit the school.**
- 2. Fill out the application and return to the Eatontown Cooperative Preschool, 68 Broad St., Eatontown, New Jersey 07724 with a non-refundable registration fee of \$50. This will hold your child's place in the requested class.**
- 3. All the other attached forms are to be filled out completely and returned before the start of school.**
- 4. As part of the cooperative program, parents are asked to participate in the classroom about once a month. They may select the day of the week best suited to their schedule. A monthly fee of \$15 will be added to your bill if you can not be a helper.**
- 5. Classes run A.M. 8:45 to 11:45**
- 6. Tuition for the 2-day program is \$135.00 x 9=\$1215.00  
Tuition for the 3-day program is \$190.00 x 9=\$1710.00  
Tuition for the 5-day program is \$300.00 x 9=\$2700.00  
Tuition for the 2-day nonresident is \$160.00 x 9=\$1440.00  
Tuition for the 3-day nonresident is \$220.00 x 9=\$1980.00  
Tuition for the 5-day nonresident is \$330.00 x 9=\$2970.00**

**Tuition is to be paid in nine equal payments, and is due by the first day of class in the month beginning with September and ending with May. Checks should be made payable to the Borough of Eatontown and deposited in the box marked "Preschool" in the hallway.**

# Registration Form

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

Class: (check 1)    3 yr old T/Th \_\_\_    or    3 yr old MWF \_\_\_    or    3 yr old M-F \_\_\_    or    4 yr-old M-F \_\_\_

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

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

\_\_\_\_\_

Physician \_\_\_\_\_

Physician Address \_\_\_\_\_

Physician Phone Number \_\_\_\_\_

\_\_\_\_\_

Allergies or Health Conditions \_\_\_\_\_

Father's Name \_\_\_\_\_

Home Address (if different from above) \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Work Place \_\_\_\_\_

Work Phone Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Mother's Name \_\_\_\_\_

Home Address (if different from above) \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Work Place \_\_\_\_\_

Work Phone Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Legal Guardian (if applies) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Alternate person to call in event a parent is unavailable

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Relationship to child \_\_\_\_\_

\_\_\_\_\_

  x   \_\_\_\_\_

Parent or guardian signature

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# Legal Forms

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## Release Forms

People we may release your child to:

Name	Address	Relationship	Phone Number
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People we are not allowed to release your child to:

Name	Address	Relationship	Phone Number
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## Medical Authorization

I \_\_\_\_\_ hereby authorize the Eatontown Cooperative Preschool to whom I have entrusted the care of my child \_\_\_\_\_, to consent to any emergency medical treatment deemed necessary by a hospital in case of an accident. This form is to be used only in an extreme EMERGENCY, when said parents or guardians cannot be contacted.

My physician is \_\_\_\_\_ Phone Number \_\_\_\_\_

Physician's Address \_\_\_\_\_

Hospital to be transported to \_\_\_\_\_

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## Discipline Policy

The methods of guidance and discipline used shall be positive, consistent with the developmental needs of the children and applied with the full knowledge and understanding of the parents.

There shall be no use of hitting, corporal punishment, abusive language, ridicule, or Harsh humiliating or frightening treatment, or any other kind of child abuse/ neglect/ exploitation. Discipline shall not be associated with the behavior of children in regard to rest, toilet training or food.

Children shall not be isolated without supervision.

Discipline shall not be associated with the withholding of emotional responses or stimulation and shall not require the child to remain silent for long periods of time.

The accepted form of discipline at the Community Center is "Time Out". This method of discipline separates the child from the situation and allows them to calm down and contemplate their actions and channel their energies towards proper behavior. The length of time a child is separated from the group varies according to the age of the child involved. Preschoolers to 2<sup>nd</sup> grade, no more than 5 minutes, 3<sup>rd</sup> to 6<sup>th</sup> grade, 5-15 minutes.

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I have read and agreed to the above discipline policy set by the Eatontown Community Center Children's Programs.

  x   \_\_\_\_\_  
Parent / Guardian Signature

### Photography Permission

I authorize the Eatontown Preschool officials to utilize any photographs and videotape of my child's participation in the Preschool Program for all promotional purposes.

  x   \_\_\_\_\_  
Parent / Guardian Signature

### Field Trip Permission

I here by give my child \_\_\_\_\_ permission to go with the Eatontown Cooperative Preschool by bus or walking to the Eatontown Library on a weekly or bi-weekly trip which meant to enhance the school's educational program.

  x   \_\_\_\_\_  
Parent/Guardian Signature

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## Disclosure Forms

**State regulations require us to ask all parents helping in the class to sign a disclosure stating they have never been convicted of a criminal offense and to also have parents get two references of good character. Below is an approval form to cover both these requirements.**

I here by disclose that I have never been convicted of a criminal offense.

\_\_\_\_\_  
Classroom Helper's Signature

I here by testify to the best of my knowledge that the classroom helper \_\_\_\_\_ exhibits good moral behavior.

1. Print Name \_\_\_\_\_ Signature \_\_\_\_\_

2. Print Name \_\_\_\_\_ Signature \_\_\_\_\_

### Helper's Disclosure

I understand that I am signing my child up in a cooperative preschool for which I am responsible to be parent helper or I am willing to pay \$15 more every month.

Please check which one you are opting for:

\_\_\_\_\_ Yes, I will sign up as helper.

\_\_\_\_\_ I can not sign up as helper. I opt to pay the \$15 a month.

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## **10:122-3.6 INFORMATION TO PARENTS DOCUMENT**

(a) The center shall give to the parent(s) of every enrolled child and to every staff member a written Information to Parents document designated by the Office of Licensing and indicating that the center is required to:

1. Be licensed by the Bureau of Licensing, Department of Children and Families;
2. Comply with all applicable provisions of the Manual Requirements for Child Care Centers;
3. Post its license in a prominent location within the center;
4. Retain a current copy of the manual and make it available for parents' review;
5. Indicate how parents can secure a copy of the manual and obtain information about the licensing process from the Office of Licensing;
6. Make available to parents, upon request, the Office of Licensing's Life/Safety and Program Inspection/Violation and Complaint Investigation Summary reports(s) on the center, as well as any letters of enforcement or other actions taken against the center during the center's current licensing period;
7. Post a listing or a diagram of those rooms and/or areas that have been approved by the Office of Licensing for children's use;
8. Comply with the inspection/investigation functions of the Department, including the interviewing of staff members and children;
9. Afford parents the opportunity and time to review and discuss with the center director or sponsor/sponsor representative any questions or concerns about the policies and procedures of the center or whether the center is in compliance with all applicable provisions of the manual;
10. Advise parents that if they believe or suspect that the center is violating any requirement of the manual, they may report such alleged violations to the center sponsor/sponsor representative or director or to the Office of Licensing;
11. Afford parents of enrolled children an opportunity to participate in the center's operation and activities and to assist the center in complying with licensing requirements;
12. Afford parents of enrolled children the opportunity to visit the center at any time during the center's hours of operation to observe its operation and program activities without having to secure prior approval;
13. Provide parents with advance notice of any field trip, outing or special event involving the transportation of children away from the center, and, for each event, secure the written consent of the parent(s) before taking a child on such a field trip, outing or special event;
14. Post a copy of the center's written statement of policy on the disciplining of children by staff members in a prominent location within the center, and make a copy of it available to parents upon request;
15. Indicate through this document that any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating, or frightening treatment, or any other kind of child abuse, neglect, or exploitation

by any adult, is required by State law to report such allegations to the State Central Registry Hotline (1-877 NJ ABUSE/1-877-652-2873) immediately, and indicate that such reports may be made anonymously;

16. Indicate through this document how parents and staff members may secure information about child abuse and/or neglect from the Department;
17. Inform parents of the center's policy on the release of children;
18. Inform parents of the center's policy on administering medication and health care procedures;
19. Provide parents with a copy of the center's policy on management of communicable diseases;
20. Provide parents with a copy of the center's policy on the expulsion of children from enrollment;
21. Inform parents that the 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.), and indicate that 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) 292-7701, or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 or (800) 514-0383 (TTY); and
22. Inform parents that the center is required to maintain and update at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and make the list available to staff and parents and/or <http://www.cpsc.gov/cpscpub/prereel/prereel.html>.

(b) The center shall provide the Information to Parents document to each child's parent(s) upon enrollment, and to every person upon becoming a staff member.

1. The center shall secure and maintain on file a record of each parent's and staff member's signature attesting to receipt of the document.
2. The center shall maintain on file a copy of the information to Parents document.

## **10:122-6.8 Expulsion Policy**

May be used to inform parents of the center's policy on the expulsion of children from enrollment.

### **EXPULSION POLICY**

NAME OF CENTER: \_\_\_\_\_

NAME OF CHILD: \_\_\_\_\_

SIGNATURE OF PARENT: \_\_\_\_\_

Unfortunately, there are sometimes reasons 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) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

#### **IMMEDIATE CAUSE 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 pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other behaviors such as but not limited to disrespectful, or being unsafe to staff and students.

#### **CHILD'S ACTIONS FOR EXPULSION**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other behaviors such as but not limited to disrespectful, or being unsafe to staff and students.

#### **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 to come to an agreement with the center.

- The parent/guardian will be informed regarding the length of the expulsion period, it may be temporary or permanent.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (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 center.
- **Note Immediate dismissal may be required in extreme circumstances**

### A CHILD WILL NOT BE EXPELLED

If a child's parent(s):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements, when possible.

### PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
  - Staff will reassess classroom environment, appropriate 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.
  - Child will be given time to regain control.
  - 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 director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
  - The parent will be given literature or other resources regarding methods of improving behavior.
  - Recommendation of evaluation by professional consultation on premises.
  - Recommendation of evaluation by local school district child study team.
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