



## **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.**

## **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/cpsc/pub/prerel/prerel.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.

## 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) authorized 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); and
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(s) cannot continue to supervise the child at the center, the staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* 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 an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members 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 alternative arrangements, a staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* 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).

## GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out -- by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

## Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

### EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

### COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).

## **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**

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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**The Eatontown Community Center Social Media Policy**

When using social media or digital communication devices to communicate with students and/or families staff should:

Communicate with families and students through the Community Center-provided devices or systems, with the exception of emergencies.

Staff must avoid communicating with families regarding Before and Aftercare -related matters through personal social media accounts, blogs, texts, etc.

Staff are discouraged to “friend”, “follow” or otherwise interact with students from personal social media accounts.

Staff are prohibited from posting student information, pictures, or other sensitive information they have access to, on personal social media sites, blogs, etc. Current parental consents apply only to Community Center-sanctioned sites or accounts.

Only authorized Borough of Eatontown employees are allowed to post approved content on social media sites such as Facebook, Twitter, and Instagram etc.

Staff must avoid communicating with students and families through personal communication devices such as cell phones, tablets, etc. for any Before or Aftercare-related matters. Staff should avoid giving students and families’ personal phone numbers, especially cell phone numbers.

All communications with young people must be appropriate, in terms of both the student’s age and the relationship between the adult and student. Profanity, sexualized language or jokes, images of a sexual nature, or similar communications involving adult topics, drugs or alcohol, are never appropriate around students, no matter if they occur in person, in an email or text message, or on a social media site.

Employees must keep separate any social media communications that implicate The Eatontown Community Center from their own personal communications.

Children in the Eatontown Community Center Before and Aftercare program are highly discouraged from bringing personal electronic devices to Before and Aftercare, including cell phones, tablets, gaming systems, etc.

The Eatontown Community Center is not responsible for any lost, stolen, or damaged devices that are brought to the program.

During Before and Aftercare, children are not permitted to take photo/video/or recordings of any child, parent, or staff member. Children are not allowed to make or receive phone calls, or send text messages without staff permission.

Children are prohibited from online internet access on personal devices while in the care of the Eatontown Community Center Before and Aftercare program. Only pre-approved, pre-downloaded, age appropriate games and apps will be permitted.

Staff members are permitted to monitor all digital communication devices used by children while in the care of the Eatontown Community Center Before and Aftercare program and take disciplinary action as needed.

Misuse of social media policy can result in disciplinary action.

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Parent/Guardian Signature

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Date



# Legal Forms

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## Release Forms

People we may release your child to:

| Name | Address | Relationship | Phone Number |
|------|---------|--------------|--------------|
|------|---------|--------------|--------------|

|       |       |       |       |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

People we are not allowed to release your child to:

| Name | Address | Relationship | Phone Number |
|------|---------|--------------|--------------|
|------|---------|--------------|--------------|

|       |       |       |       |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

## 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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**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.



## **Eatontown Cooperative Preschool Rules**

1. All monthly tuitions are due in full on or before the first school day of the month.
2. Once a child is enrolled in our preschool, there will be no reduction in tuition for illness or vacation.
3. Written notice of withdrawal must be made 30 days prior to actual withdrawal. In lieu of notice the full payment is required.
4. I understand that this school is a cooperative preschool, and that I will be expected to help on a rotating basis. At that time I will provide the whole class with a nutritious snack.
5. I understand that a \$15.00 additional fee will be added to my monthly payment if I am unable to fill my responsibility as listed above.
6. I understand that I will send in written permission for anyone other than myself or designee to pick up my child.
7. I understand when the Eatontown schools are closed for holidays or snow days that my child will have no school.
8. I understand on days when there is a special concert there is no school except for the time allotted for the program. These programs are held in December and June.
9. I have read the "Information to Parents" as per the manual for Standards for Child Care Centers by DCFS Bureau of Licensing.
10. I also understand that I will be charged a late fee of \$15.00 if my child is not picked up within 15 minutes of the end of class.

**This statement highlights, among other things; your right to visit and observe the Center at any time without having to secure prior permission; the Center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Division of Youth and Family Services (DCFS).**

X

\_\_\_\_\_  
**Parent's or guardian's signature**

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# PARENT

## RECEIPT OF INFORMATION:

- Information to Parents Document
- Policy on the Release of Children
- Positive Guidance and Discipline Policy
- Policy on Methods of Parental Notification
- Policy on Communicable Disease Management
- Expulsion Policy
- Policy on the Use of Technology and Social Media

*I have read and received a copy of the information/policies listed above.*

Child(ren)'s Name:

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Parent/Guardian's Name:

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Signature

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Date



