



P.O. Box 156, 30 Main Street  
Lebanon, NJ 08833

Dear Parents,

I am pleased you have decided to enroll your child in KinderC.A.P. Preschool. In order to secure your placement for September 2009, please fill out the attached registration forms and return them along with the processing fee, class trip fee (4/5 year old classes only) as well as the September 2009 and May 2009 tuition payments. The medical forms should be completed and returned by August 1, 2009.

The tuition for the 2009-2010 school year is \$185 per month for the 3/4 year old class held on Tuesday and Thursday, and \$225 per month for the 4/5 year old class held on Monday, Wednesday and Friday.

For additional information on the program or to schedule a school visit, please do not hesitate to call our school registrar, Lauren Vicari at (917) 664-9586. You can also contact me at the preschool Monday through Friday at (908) 236-0321.

I look forward to an exciting year of learning fun!

Sincerely,

Kathy Dolbier  
Director

Child's Name			
Birth date	___ / ___ / ___	Age	
Address			
City		Zip	
Date of Enrollment	___ / ___ / ___		
<b>Father (Guardian)</b>			
Home Phone	(___) ___ - ____		
Place of Business			
Work Address			
Work Phone	(___) ___ - ____		
<b>Mother (Guardian)</b>			
Home Phone	(___) ___ - ____		
Place of Business			
Work Address			
Work Phone	(___) ___ - ____		
Parent's email address		Checked regularly?	Yes No

*Please enter the names and ages of any brothers and/or sisters below...*

Sibling's Name		Age	
Sibling's Name		Age	
Sibling's Name		Age	
Sibling's Name		Age	
Sibling's Name		Age	

*Please check the session you would like your child to attend...*

<input type="checkbox"/>	3/4 Year Olds - Tuesday and Thursday	9:00 - 12:00	\$185/month
<input type="checkbox"/>	4/5 Year Olds - Monday, Wednesday & Friday	9:00 - 12:00	\$225/month

*Total Charges...*

Processing Fees	\$30
Class Field Trip fee for 4/5 Year Old Classes	\$50
September and May Tuition Deposit	\$
If you have two children enrolled, please remember to deduct 10% off the 2 <sup>nd</sup> child's tuition	
<b>TOTAL DUE:</b>	

PLEASE MAKE ALL CHECKS PAYABLE TO KinderC.A.P. Preschool

\*ALL TUITION FEES ARE NON-REFUNDABLE\*



I am aware that all tuition fees are non-refundable \_\_\_\_\_  
 (Signature of Parent) (Date)

PLEASE FILL IN THE NEEDED INFORMATION BELOW...

Language spoken in home:	
Family's religious affiliation:	
Has he/she any fears?	
Nervous habits?	
Any allergies (food, bee sting, other)	
Has he/she any special abilities, interests or preferred toys?	
Family Doctor	
Family Doctor Phone	(__ __ __) __ __ __ - __ __ __ __
Family Doctor Address	

Any additional information about your child that you feel would be helpful to his/her teachers may be noted below and on the reverse side of this page:



I have received the school's Discipline Policy \_\_\_\_\_  
 (Signature of Parent)  
 Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

**For Office Use Only**

Parent Visit to School \_\_\_\_\_

I hereby enroll \_\_\_\_\_ Birth Date \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_  
in KinderC.A.P. Preschool for the school term and I agree to pay KinderC.A.P.  
Preschool the sum of \$\_\_\_\_\_ the first of each month as tuition for \_\_\_\_\_ half days per  
week. I agree at registration to pay two month's deposit which will constitute the  
first and last month's tuition payments (September/May) as well as the appropriate  
registration fee. I will give 30 days notice if withdrawal is necessary.

Signed \_\_\_\_\_ Phone ( \_\_ \_\_ \_\_ ) \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_

**Emergency Medical Treatment**

This permit will only be used in an extreme medical emergency when a parent cannot  
be reached to sign a hospital form or give permission for medical care.

I hereby grant permission for the performance of such medical treatment as is deemed  
necessary for my child.

\_\_\_\_\_  
(Signature of Father) or

\_\_\_\_\_  
(Signature of Mother) or

\_\_\_\_\_  
(Signature of Guardian)

Date: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_  
KinderC.A.P. Preschool  
P.O. Box 156  
Lebanon, NJ 08833

**EMERGENCY INFORMATION AND AUTHORIZED PICKUP KINDERC.A.P. PRESCHOOL**

Student's Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Enrolled in Session: \_\_\_\_\_

Unless otherwise indicated, we will assume your child can be released to either parent. We must have written authorization from the custodial parent to allow visits by or release to the non-custodial parent. If the non-custodial parent is to be denied access to their child, we must have a copy of the court order to that affect.

Your child will not be released to the unauthorized persons. If there is any change in the information on this sheet, please notify us immediately. If in an emergency, someone other than an individual listed on this sheet is going to pick up your child, either tell us at the beginning of the session, write us a note or phone us. We need a description of that individual and your authorization for the release. If after an hour has passed since dismissal and all attempts to contact the parent or authorized persons have failed, the Divisions 24-hour Child Abuse Hotline will be called for assistance. No child will be released to an individual who appears to be physically and/or emotionally impaired.

Please list two people you authorize to assume responsibility for your child in the event of an emergency when you cannot be reached.

Name	
Address	
Phone	(____) _____ - _____
<hr/>	
Name	
Address	
Phone	(____) _____ - _____

I authorize the following people to visit or pick up my child from KinderC.A.P. Preschool...

Name	
Address	
Phone	(____) _____ - _____
Relationship to Child	
<hr/>	
Name	
Address	
Phone	(____) _____ - _____
Relationship to Child	
<hr/>	
Name	
Address	
Phone	(____) _____ - _____
Relationship to Child	

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



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## KinderC.A.P. Preschool Discipline Form

The methods of guidance and discipline used shall be positive, consistent with the development needs of the children and applied with the full knowledge and understanding of the parent(s).

There shall be no hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse/neglect/exploitation.

Discipline shall not be associated with 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.

Discipline will be consistent.

### THE RULES OF THE CLASS ARE:

- (1) NO HITTING, SPITTING, KICKING, BITING.
- (2) RESPECT THE RIGHTS AND PROPERTY OF OTHERS.
- (3) USE YOUR GOOD MANNERS

When children break a classroom rule, they will be spoken to twice for the same offense on a given day. If they continue to do the negative behavior for a third time, they will be separated from the problem area or people. If they still persist in the negative behavior, they will be taken from the activity for a "time-out" with a staff person to calm down and think about the rules. "Time-out" will last no longer than 1 to 2 minutes. After the allotted time has elapsed, the rules will be renewed and they will return to their activity.

### An Example: *"Bob hit Judy"*

Teacher: "Bob, there is no hitting allowed in school. You must come and sit in the time-out chair for one more minute and settle down."

(After approx. 1 minute)

Teacher: "Bob, do you remember why you were sitting in the time-out chair?"

Bob: "Because I forgot the rules."

Teacher: "You're right! You forgot the rule about no hitting. We don't allow hitting because it can hurt someone, and we don't want anyone in school to be hurt. Can you tell me the rule again?"

Bob: "No hitting."

Teacher: "That's right. Now let's remember the rules, please. You may go back and play now."

If the child frequently has difficulty, a joint behavior program will be setup between the parent and the school.



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## EXPULSION POLICY OF ENROLLED CHILDREN

KinderC.A.P.'s expulsion policy is as follows:

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 terminate or suspend a child from this preschool:

### PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete the required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Physical or verbal abuse to staff.

### 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.

### PROACTIVE ACTIONS TO 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.
- A brief time-out will be given so child can regain control.
- Child may lose certain privileges (to be discussed between teacher and parent)
- 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.

### 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.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the preschool.
- The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of 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 preschool.

A CHILD WILL NOT BE EXPELLED

- If a child's parent(s) made a complaint to the Office of Licensing regarding the preschool's alleged violations of the licensing requirements (1-877-667-9845).
- If a child's parent(s) report abuse or neglect occurring at the preschool (1-877-NJABUSE) (1-877-652-2873).
- If a child's parent(s) question the preschool regarding policies and procedures.
- A child will not be expelled without giving an adequate amount of time to make other child care arrangements.



I have read and received a copy of the expulsion policy for KinderC.A.P. Preschool.

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



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Dear Parents,

In keeping with New Jersey’s child care center and licensing requirements, we are obligated to provide you, as the parent of a child enrolled at our center, with this information statement.

The statement highlights, among other things: your right to visit and observe our 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 (DYFS).

Please read this statement carefully and, if you have any questions, feel free to contact me at 908-236-0321.

Sincerely,

Kathy Dolbier  
Director



Please complete and return this portion to the center (please print)...

Name of the Child: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

I have read and received a copy of the Information to Parents Statement prepared by the Bureau of Licensing in the Division of Youth and Family Services.

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

## 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 may comply with this requirement: 1) by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS) ; or 2) by incorporating the required information in its own handbooks, brochures or other informational materials. 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 Bureau of Licensing of the New Jersey Division of Youth and Family Services. 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 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 for Child Care Centers, for a nominal fee, by writing to the Bureau of Licensing, Division of Youth and Family Services, CN 717, Trenton, New Jersey 08625-0717, telephone (609) 292-1021 or (609) 292-9220.

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. 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 standards, you are entitled to report them to the Bureau of Licensing. 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 parent(s) 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 dispensing medicine and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Parents are entitled to review the center's copy of the Bureau 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 Bureau'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 DYFS inspections/investigations. DYFS 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 Bureau 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 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.**

**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 Division of Youth and Family Services' Office of Child Abuse Control, Toll-Free at (800) 7928610, or to any District Office. Such reports may be made anonymously.**

**Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, CN 717, Trenton, New Jersey 08625-0717.**