



Precious Angles Daycare Center LLC.

1482 Maple ave Hillside, NJ 07205 1-973-318-PADC (7232) Fax# 1-973-318-7110

Enrollment Application

Please Print

Child's Name _____ Today's Date _____

Address w /city & zip _____

Telephone # _____ Birth Date _____

Mother /Guardian _____ Telephone _____

Mother's Address (if different from child) _____

Mother's Place of Employment & address _____

Mother's work # _____ Cell # _____

Father / Guardian _____ Telephone _____

Father's address (if different from the child) _____

Father's place of Employment & address _____

Father's work# _____ Cell# _____

Please list any legal documents _____

***Please provide a copy of all legal documents that involve the child.**

Marital Status: Single Married Divorced Separated Cohabiting

Custodial Parent: Mother Father Other: _____

*Emergency contact: _____ Number: _____

Child's doctor _____ Doctor's # _____

Enrollment Status**

Number of days per week for enrollment (5 F/T _____)

(5 P/T days _____) 5 P/T 2:30 – 6:00 pm _____

Drop off time: _____ **am / Pick up Time:** _____ **pm**

****Children are not allowed to attend school longer than 9 hours a day****

Full payment is required for service weekly on Friday before services are rendered or Monday the day service will be rendered. You child will not be allowed back into the school if tuition or owed late fees is not paid. Please make every effort to make your payments on time. If you would like to make arrangements to pay monthly or bi-weekly please speak to the director or owner. If Program for Parents or 4C's are responsible for payment, they must pay in a timely matter. If the required program do not pay, children will not be allowed to attend the daycare center until full payment is received.

Registration fee (yes _____) Security Deposit (Yes _____)

Tuition paid (Yes _____ \$ _____) Child's Start Date: _____

Necessary documents:

- Birth certificate (copy)
- Release Form
- Immunization Record (copy)
- Completed Universal health form
- Information to Parents (signed)
- Enrollment Application
- Policy Agreement (signed)
- Tuition Contract
- Program for Parents Forms
- Expulsion Policy

Parent Signature: _____

Precious Angels Daycare Center LLC.

Release Form

Please list all person(s) that will be allowed to pick up your child from school. *Only person (s) listed on this release form will be allowed to pick up your child along with legal parents and guardians. Children will not be released to anyone under 16 years old or anyone who appears to be under the influence of drugs or alcohol. Please inform all parties that photo identification may be requested for verification. *Please note the following people may be notified in case of emergencies if we cannot contact you.

Child's Name: _____

Below: Please list authorized person(s) for pick-up:

Name: _____

Relationship to child: _____

Address: _____

Phone#: _____ Cell# _____

Name: _____

Relationship to child: _____

Address: _____

Phone#: _____ Cell# _____

Name: _____

Relationship to child: _____

Address: _____

Phone#: _____ Cell# _____

Name: _____

Relationship to child: _____

Address: _____

Phone#: _____ Cell# _____

Parent Signature: _____ **Date:** _____

Precious Angels Daycare Center LLC

Child Profile

(For classroom File)

Child's Name: _____ DOB _____

Abilities

Does your child ask to use the toilet? _____

What words will he or she when asking to use the bathroom? _____

Does your child dress his or her self? _____

Eating, Sleeping, Other habits

Does your child feed his or her self? _____

What type of foods are preferred? _____

Does your child dislike any foods? _____

Please list all allergies (including food allergies) _____

What is your child's sleeping schedule? _____

Does your child tire easily? _____ Does your child wake easily? _____

List your child habits? Circle what applies: thumb sucking
nail biting temper tantrums etc. _____

Does your child have fears? _____ List them _____

How do discipline at home? _____

Personal

Please list siblings & Ages: _____

Please circle what describes your child: ACTIVE AMBITIOUS
IMPATIENT GOOD-NATURED LEADER LIKEABLE QUIET
SENSITIVE IMPULSIVE SELF-CONFIDENT NERVOUS

OTHERS: _____

****Medical Alert****

Doctor's Name _____

Doctor's # _____

Please list any medical information we may need to know: _____

Precious Angels Daycare Center LLC.

Child Permanent Record

(Please attach this form to inside of the child's folder – Office Use)

Child's Name	Address/#	City/State/Zip
Date of Entry	Child's D.O.B	Classroom
Teacher (s)	Fulltime (days)	Part-time (hours)

Date of Entry	Date of Withdrawal	Cause #
Re-entry Date	Reason	

Permanent record checklist:

- | | |
|---|--|
| <p>_____ Entrance Form (starter form)</p> <p>_____ Copy of Birth Certificate</p> <p>_____ Universal Health Form</p> <p>_____ Expulsion Policy</p> <p>_____ Information to Parents</p> <p>_____ Court Orders (copy)*</p> <p>_____ Release Form</p> | <p>_____ Copy of Immunization Record</p> <p>_____ Child Profile</p> <p>_____ Helpful Hints</p> <p>_____ Policy Agreement</p> <p>_____ Tuition Contract</p> <p>_____ Necessities for School</p> <p>_____ Program for Parents / 4C's documents</p> |
|---|--|



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Fax#: 1-973-318-7110

POLICY AGREEMENT

Child's Name (Full Legal Name) _____

Date of Birth _____ Today's Date _____

Parent's Name _____ Start Date _____

Method of payment: _____ Weekly Tuition: \$ _____

Parent/Center/Owner Agreement

I have read and received a copy of the Policy Agreement. I understand and agree to abide by all policies in the agreement. I have been verbally informed of the additional policies at Precious Angels Daycare Center. **I understand policies are subject to change.

**Please return this portion of the Policy agreement and keep the policy and procedure portion of the policy agreement for your records.

Parent, Guardian, or Person responsible for payment of tuition if other than Parent

Date

Center or Owner

Date



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POLICY AGREEMENT

Policy Agreement – Parent’s Copy

(Please keep this Policy Agreement for your records)

Tuition

Upon enrolling my child into Precious Angels Daycare Center, I agree to pay the required tuition every week prior to services rendered. I understand that this tuition rate is subject to change.

Payment of Tuition

I understand that tuition is due in advance prior to services rendered. The payment of weekly tuition is due and needs to be paid on Friday before service is rendered. If full payment is not received by Monday of that week, I understand and agree to pay a late fee required by the schools policy of \$10.00 per day, starting Monday. I also understand if my payment is continuously late, (one week or more) I will be asked to withdraw my child from the school. I understand that full tuition is due regardless of the days my child may miss due to absences, illness or school closures (due to snow, holiday, and emergency closings) or other circumstances. Refunds, credits, or makeup days will not be granted. If I enroll two children, I will receive a 10% monthly discount on my oldest child’s tuition. **ALL TUITION MUST BE PAID IN CASH OR MONEY ORDER ONLY.**

Program for Parents, 4C’s or other financial assistance programs

If Program for Parents, 4C’s or any other financial assistance is paying for your child(ren) tuition, payment must be paid in a timely manner (no longer than 2 weeks). You are responsible for paying all co-pays to complete the full childcare tuition. You are responsible for payment if these financial agencies do not pay. Your child(ren) will be not be able to attend the daycare center until full payment is received. In order to receive childcare services, The Parent/Applicant/Provider Agreement and a active Family First Card is required before and/or upon your child’s first day of school.

Security Deposit

I understand a one (1) week security deposit is due upon registering my child(ren) into the program. This Security Deposit is security that the Parent/Guardian will comply with all the terms of this Policy Agreement. This Security Deposit may not be used to pay the last weeks tuition. The reasons for withholding the security deposit may include but are not limited to nonpayment of tuition, outstanding fees, and failure to provide adequate notice of departure. In addition, if your child is terminated or dismissed from the program for any reason, I understand I forfeit my security deposit.

Registration fees

A yearly registration fee (Non-refundable) due at the time of enrollment. I understand that I am required to pay this fee, and that there is a re-registration fee due each year to continue my child’s enrollment at school. This re-registration fee will be due every year (September). Registration:

\$50.00 (\$75.00 per family).

Food Supply, etc. (Only for infants and toddlers who intake formula and baby food)

I understand that I'm responsible for supplying my child with the necessary food and formula to get through each day. I will notify the staff of foods that need to be refrigerated or heated and how much to give my child at exact times. I further understand that I will need to supply bottles, blankets, pampers and any other item my child may need while at the daycare. I understand that the center is not held responsible for any reactions my child may have due to the food or drink, etc.

Daily Food Supplied – The center supplies breakfast, lunch and an afternoon snack. A menu will be posted on the parent wall. I understand that I must send my child a lunch or snack if he or she will not eat the provided meals or if my child is allergic to any foods. I understand that I must notify the center about all allergies that my child has and other concerns about the food served at the daycare center. I understand that the center is not held responsible for any reactions my child may have due to the food or drink provided at the daycare center. I understand that if my child has a special diet that requires specific foods, I will provide my child with a daily lunch or advise the staff on what foods my child can and cannot eat. *Menu is subject to change depending on the needs of the children and the daycare center.

Holidays & School Closings

I understand that the center will be closed for special Holidays, which are displayed in our yearly calendar. I understand that the school may close for inclement weather, emergencies and other reasons deemed appropriate by the owner. I understand that I am not entitled to any allowances, refunds or credits for these days.

Charges for Special Programs

I understand that field trips and optional programs such as puppet shows and special summer programs, may be offered. These programs require additional fees; I understand that all fees are due prior to the scheduled program.

Hours of Care – (9 hours per day)

I understand that I am allowed 9 hours of childcare services per day. I understand that extra hours of care are available for an additional fee. Late fees are applied to your account starting 1 minute after your 9 hours of care have expired. (\$1.00 per minute) Ex. Drop-off at 8:15 am, your pick up time is 5:15 pm or earlier.

Charges for Late Fees

I understand that if my child stays past the regular closing time, I will be issued a late fee of \$1.00 per minute for every minute after closing time or after 9 hours of care has expired, which is due immediately. I understand that my child will not be able to return to school until fee is paid in full. If your child is not picked up and we cannot contact, we are instructed by The Division of Youth and Family Services to leave your child at the local police department, or to call DYFS for further instructions. Please make every effort to pick up your child on time daily. Tuition late fee is \$10.00 per day.

Absences, Vacation, and Illness Policy

I understand that I must pay my tuition for the period in which I enrolled my child for (Fulltime or Part-time care). I understand that no allowances will be granted for my child(ren) for absences, illness or vacation. Refunds, credits, or makeup days will not be granted. Full tuition is due regardless of days missed. I agree to notify the center 30 days in advance if my child will be

absent from school for a period of time. (Longer than 2 days) Children are granted two weeks' vacation credit, based on the school calendar, from September through August. Credit is given for a full week, and may not be divided into separate days. Vacation credits will not be granted for children who do not attend during the summer and return in September. *I understand that tuition is still due upon my child's return to school.

Parent Involvement

Since we believe that parent/child/school relationships are strengthened when all three get actively involved in the daily activities of the center, we urge you, as parents to attend parent meetings held during the year. All meetings are very important; it is for the purpose of discussing how we can improve the quality of our school. We welcome parents to get involved in your child's education. We have an open door policy here at Precious Angels; you are welcomed to come at anytime.

HAPPY BIRTHDAY To You! We invite Birthday parties, if you wish to celebrate your child's birthday at school you are more than welcome to do so. Please make plans in advance with your child's teacher to arrange this special occasion. Some children may have allergies to certain foods, please inform the teacher of the type of food you will provide, so she may inform other parents.

During the year we have fund raisers to help obtain new learning materials and equipment for our school; we would appreciate your support with these fund raisers. If you are interested in organizing a fund raiser or if you have a fund raiser idea, please speak to your child's teacher or director.

Potty Training Policy

It is not our policy to potty train children at our facility. Our program focuses on safety, socialization and academics to prepare our children for grade school. However, as a courtesy, we are willing to help you continue the potty training process while your child attends school. In order for the staff to assist you with the potty training process, you must have successfully taught your child the necessary skills in order to lethargic continue potty training at school. Your child should: Be able to talk (They must be able to ask to go to the potty), Be able to pull pants and pull-ups up and down, Pull-ups must be detachable on the sides, Be able to sit on the toilet by themselves and be comfortable sitting on the toilet. *For Boys: Be able to aim into the toilet, your child must understand why they are sitting on the toilet, your child can not be afraid of the toilet or cry because they do not want to sit on the toilet. We will not force any child to go to the potty. *Please teach your child how to wipe themselves after doing #2 (bowel movement) in the toilet. Again, we do not potty train at our facility. Children must be potty trained by 3 years old. If your child has an normal accident once or twice, we will assist you and change the child, however if your child has accidents on a regular basis deemed by owner, you will be called to come and change your child or pick them up from school. Weight limit for changing table: 30 pounds or 2 years old.

Withdrawal/Termination

I understand that I must provide 30 day notice of withdrawal from the program. If written notification is not provided, I agree to pay all fees for the program in which my child was scheduled to attend. I understand that I will forfeit my security deposit. I further understand that my child will be automatically withdrawn from the program and can only be readmitted based upon space availability. If I wish to re-enroll, an additional registration fee will be due. If my child is terminated for any reason, I forfeit my security deposit.

*Care will be terminated when:

- * A child hits, bites, or otherwise consistently hurts other children. Endanger themselves, staff or other children.
- * A child cannot adjust to the daycare in a reasonable amount of time.
- * A child or parent chronically “acts out” swears, throws daily tantrums, or fails to comply with school policies.
- * A parent routinely abuses drop - off and pick - up times.
- * A parent disagrees with the provider’s guidance and our discipline policies.
- * A parent or financial agency is unable or stop paying tuition.
- * A parent threatens harms, mistreats or verbally abuses a staff member for any reason.
- * A parent fails to complete required forms for their child’s enrollment status.
- * A child may be terminated for reasons deemed appropriate by owner or director.

Dress Code

All children are asked to wear uniforms. Uniforms will consist of: (For boys) Navy blue pants and a light blue shirt. (For girls) navy blue pants, skirt, or dress with a light blue shirt. All children are asked to wear black or navy blue shoes or sneakers. (Velcro preferred) It is been reported that children in uniform learn at a faster more effective rate because clothes is not the focus. Children looked unified and strive to do better because of their attire. Children are inspired to work together as a group and learn corporately, which researched shows is a more accurate way of learning.

Please label all of your child’s clothing with their name to avoid lost clothing. Precious Angels Daycare Center will not be held responsible for any misplaced, lost or damaged clothing or personal items from outside of our school. *All items must be labeled with visibly marker.*

Daily Sign-In / Out Procedures

I understand that the daily sign-in & out sheet is a legal document that must be filled out twice a day to continue my child’s enrollment at the daycare. I understand that I must sign-in upon my child’s arrival and sign-out upon my child’s departure. I agree to complete the sign-in/sign-out form, including complete signatures, on a daily basis and add updated phone numbers as needed.

Release of Child

I understand that my child will be released only to those persons whose names I have listed on the Release Form. I will inform the Director or other designated persons in charge if I need to add designated persons to my child’s release form. All persons listed on the release form will be asked for proof of identification. A telephone call will be allowed only if the call is made by the parent or Guardian of the child. Please limit these calls for emergencies only.

Court Orders

I understand that I must supply a copy of any legal documents that restricts any person from having contact with my child. I understand that legal parents and guardians have the legal right to pick up my child. However, if I have a court order, the daycare will honor all court orders that are on my child’s file. I agree to share all information with the daycare providers to enhance the safety of my child (ren). Furthermore, I agree to keep all contact numbers updated in case my child has an emergency of any kind.

Visitations (Foster / DYFS Children)

I understand that visitations will not be allowed during school hours from DYFS, therapist, etc. DFYS and other organizations may pick up foster children from the daycare for visitations with the guardians written approval. However, due to safety precautions, children will not be allowed to return to the daycare after a visitation.

Suspected Child Abuse

The daycare (any staff member) is required by law to report any suspicion of child abuse, sexual or otherwise neglect or child endangerment to the proper authorities.

Illness/Good Health

I understand that I will be notified if my child becomes ill during the day, and that it will be necessary to make arrangements to have my child picked up as soon as possible after notification. I understand that I will not bring my child to school if he or she is sick. I understand if my child is sick, I will be called to pick my child up from school immediately and they will need to stay home for 24 to 48 hours or more depending on the symptoms.

I understand that in the event of an injury that requires medical attention I grant the center authority to contact the local hospital (rescue squad), if necessary, have my child transported to the local emergency room. If my child is exposed to a contagious disease, I agree to notify the center. I also understand that the center will notified me if my child is exposed to a communicable disease.

Medication

Precious Angels Daycare Center will administer properly labeled prescription medication. Medication must have the child's name on it and prescribed by a physician. "Over the counter" medications are accepted and must be authorized by the parent. I understand that I must fill out a medication form to authorize daycare staff to administer medication. I understand that the daycare will not be held responsible for any reaction my child may have due to the medication.

Morning Health Check:

Teachers will check each child in the morning before parents leave. Children must appear healthy and well enough to attend school. If a teacher has a concern, you will be asked to see Ms. Felicia or person in charge before you leave that day. You may be asked to take your child back home or to see a doctor. *We do not always accept doctor's notes, some doctors say it's just a cold and they say the cold has to run its course. But colds are contagious. Your child will not be allowed at school. you will need to let your child's cold run its course at home. They can return to school when their cold and all symptoms are clear. Please help us keep the daycare germ free to protect all of our children and staff.

Media/Photography

I understand that my child (ren) picture will be taken and displayed in the school to enhance my child's independence and self esteem. I understand that my child (ren) picture may be taken during various activities, field trips, and other events. I give Precious Angels Daycare Center and other organizations affiliated with the daycare permission to photograph my child.

Field Trips

Supervised field trips may be scheduled to local settings of interest. I understand that I must complete and sign a permission slip for each event in which I wish my child to participate, and pay the required fees.



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Days closed for Holidays, In- Service & Snow Days and Emergencies!

Our school is open year round; we are open more than 260 days a year. The public school is only open for 180 days a year. We open for the convenience of working parents. We provide a full program that includes: safety, academics, social-emotional support, behavior skill building, enhancing high self esteem, self-help skills and more. Our program prepares children for grade school.

We have excellent teachers that spend more than eight hours with your children on a daily basis. Our teachers are highly qualified and it's our aim to teach your child as much as possible.

When our school is closed for half or full days to conduct In-Service trainings, our teachers take this time to enhance their education by attending meetings and workshops to enhance their early childhood education. It is state mandated and our policy that all teachers have at least 10 hours of continuing education credits to keep up with our growing world.

When our school is closed for holidays, we are observing national, government and state holidays. It is also a great time for our teachers to get some much needed rest, our teachers work hard and we want to avoid burn-out. In addition, holidays are a part of our teachers benefit package. On these holidays, we want our teachers to rest and re-fuel for our children when school is back in session.

When our school is closed for snow days, our number one concern is the safety of our children, parents and staff. Our director has the difficult task of making a decision to close schools due to inclement weather and emergencies. When making this decision; our director base her decision on the following:

1. Safety – Is it safe for children and staff to leave their house.
2. The Forecast – What the meteorologist is forecasting for that particular storm.
3. State of Emergency – Did the Governor declare a state of emergency.
 - a. If it is a State of Emergency no school; public or private is allowed to open.
 - b. Vehicles are not permitted to be on the road, especially young children.
4. Roads – Is the roads safe to drive on and the sidewalks clear to walk on.
5. Teachers– Is it safe for teachers to travel to work safely.
 - a. Our schools need the teachers in attendance to care for all the children.
6. Superintendent of Schools – Did the superintendent close public schools in our town.

We understand that you have to attend work, but we put safety first. We are looking at the safety of all involved: our children, teachers and parents. We look forward to a graceful year.

HELPFUL HINTS

Very Important, Please Read!

- ✓ Please remember to label all of your child's belongings, to avoid a mix up or lost items.
- ✓ Please keep a change of clothing in your child's cubby in case of accidents or spills. In addition, clothing should be weather appropriate. *All children under 2 years old should have two sets of clothing in their cubby, including bibs.
- ✓ Please keep sheet and blanket at school for your child. Please wash bedding every Friday and return on Monday.
- ✓ Please make sure your child has a cribbed sized sheet and blanket for their mat, it's required by the State of New Jersey. Sheets cannot move off bed and children are not allowed to sleep in play pens or mats without a sheet.
- ✓ Please remember that children work and play with paint and other messy products everyday and their clothes may become soiled or damaged. Dress them appropriately for these activities. Precious Angels Daycare Center will not be held responsible for soiled or damaged clothing.
- ✓ Please keep your emergency phone numbers, work numbers, and all numbers up dated in case of illness or an emergency.
- ✓ Please do not send your child to school with toy guns, candy, gum, toys or any personal item unless asked by his or her teacher.
- ✓ You must notify us immediately if your child will be picked up by someone other than the authorized personal on your release form; we cannot and will not release your child.
- ✓ Please notify the school, if your child will be taking a vacation or absent for a period of time to ensure your spot in the program. Fees may apply to hold you spot while absent or on vacation.
- ✓ Please notify us if your child will be absent or late on any particular day. School starts at 9:00 am; please have all children in school by this time.
- ✓ Please notify the school if your child has a communicable disease that we may notify other children's parents that may have interacted with your child.



Precious Angels Daycare Center LLC

School Calendar for 2014 – 2015

Fall, Winter, Spring & Summer Sessions

September 1, 2014

June 26, 2015

Sept	1	Monday	Labor Day	School Closed
	2	Tuesday	1 st Day of School	7:00 am – 6:00 pm

Oct	13	Monday	Columbus Day	School Closed
	31	Friday	Halloween Party	All Day

Nov	26	Wednesday	Early Dismissal	Close at 3:00 pm
	27	Thursday	Thanksgiving Day	School Closed
	28	Friday	Thanksgiving Holiday	School Closed

Dec	24	Wednesday	Christmas Eve - ½ Day	Close at 12:30pm
	25	Thursday	Christmas Day	School Closed
	26	Friday	Christmas Break	School Closed

Jan	1	Thursday	New Years Day	School Closed
	19	Monday	Martin Luther King Day	School Closed

Feb	13	Monday	1/2 Day – Staff In - Service	Close at 12:30pm
	16	Monday	President’s Day	School Closed

April	3	Friday	Good Friday	School Closed
	6	Monday	Easter Break	School Closed

May	8	Friday	Teacher Appreciation – Half Day	Close at 12:30pm
	25	Monday	Memorial Day	School Closed

June	26	Friday	Summer Preparation/ Staff in-Service	School Closed

Calendar Subject to Change

Please return the following documents & items upon your child's 1st day of school:

- A completed enrollment packet
- Tuition – \$ _____
- Registration Fee - (\$50.00 per child / \$75.00 per family – two or more children)
- Security Deposit - \$100.00
- Universal health form (Doctor Visit – must be complete within first 2 weeks of school)
- Program for parents or 4C's forms
- Family first Card (If applicable)
- Sheet and blanket (crib fitted sheet to fit mat or bed)
- Bottles, Sippy cup, bibs, formula, pampers, wipes, pacifier, pull-ups (**pull-ups must be detachable**), etc
- Complete Change of clothing (Shirt, pants, underwear, socks, t-shirt)
 - 2 sets of clothing (For children ages 0 to 2 yrs. old)
- Birth certificate (copy)
- Immunization Record (copy)

4C's Phone #: 1-800-332-9227 Ext #200 / Program for Parents Phone #: 1-973-297-1114



All Parents who receive Program for Parents, 4C's or other payment assistant programs must have their **Family First card upon your child's 1st day of school.** These programs require all parents to swipe in and out daily in order to receive childcare payment.*The family first card represents your daily payment. Children will not be admitted without it.

***All children must have completed paperwork in order to attend school.**