

The Colts Neck Reformed Church Nursery School 2010-2011 School Year

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Tullis Savage, Director

Joy Lenz, Secretary to the Nursery School

Dear Parents:

Thank you so much for your interest in the Colts Neck Reformed Church Nursery School. I have enclosed information in this packet that will explain to you our mission, educational philosophy, various programs, and registration and tuition costs.

We have served Colts Neck and the surrounding communities for 40 years educating children and preparing them for kindergarten. The staff is highly qualified, with a minimum of a Bachelor's degree; and we are all enrolled in continuing education that is related to early childhood education.

We are historically a cooperative nursery school with parents assisting in the classroom. We continue to encourage parent helpers but recognize that there is an increase in employment of both parents and a decrease in the availability of extended family to "baby-sit" siblings. Teacher assistants are therefore employed by the school and are scheduled in a classroom as a helper to replace an unavailable parent. The cost is included in the "non-cooperative" nursery school tuition.

Nursery School applications are accepted on a "first-come, first-served" basis with no discrimination against applicants and students on the basis of race, color, religion and national or ethnic origin. If you have further questions, please contact me.



Tullis Savage, Director

COLTS NECK REFORMED CHURCH NURSERY SCHOOL

MISSION STATEMENT

The Colts Neck Reformed Church Nursery School exists to provide a nurturing, safe but structured environment for children. We are called to build a community of friendship and caring for all of our families through our educational program.

We are inspired to encourage children to grow in God's grace (2 Peter 3:18); grow in knowledge and strength (Luke 2:40); and grow in the understanding and the "living out" of what it means to "love your neighbor" (Luke 10:27).

PROGRAM PHILOSOPHY

The Colts Neck Reformed Church Nursery School believes in the importance of traditional values – respect, honesty, empathy – and are teaching and role modeling them in our classroom. Our goal is to enhance these values that we believe are being taught in our children's homes and to partner with parents. In addition, our goal is to prepare children for Kindergarten through developmentally appropriate educational curriculum and activities.

Our classroom opportunities promote independence, self-confidence and self-control. We use praise and encouragement to motivate the children to strive to higher levels of achievement.

Colts Neck Reformed Church Nursery School PROGRAMS & TUITION SCHEDULE 2010-2011

Cooperative Option – Special Day: Parents serve as helpers in the classroom with guidance from the teacher, about once a month. This is your child's special day and you are asked to bring a **nutritious snack** and juice/milk to share with the class. No other children except those enrolled in the class may accompany you on parent-helper days. If you have other preschool children, you will need to make arrangements for them with a sitter, neighbor, or other family members. You will be given a schedule by your child's teacher. If you have special requests, please speak to the teacher.

Non-cooperative Option – Special Day: The Director will schedule the teacher assistant into the classroom to help the teacher on your child's special day. You are asked to send in a **nutritious snack** and juice/milk to share with the class that day. You are also welcome to come to class on these days, if your schedule permits. As with the cooperative option, no other children except those enrolled in the class may accompany you on those "special days". You will be given a schedule by your child's teacher indicating the day you should send a snack.

Registration Fee: \$35.00 is due with this application. This fee is non-refundable. Registration is limited, and all applications will be handled on a first come, first served basis. An acceptance letter will be mailed on April 9, 2010.

Deposit/Tuition Payments: To ensure your placement in a class, a **deposit of one month's tuition** must be received by **June 1, 2010**. This deposit is **non-refundable** and will pay the tuition cost of June 2011. **Monthly tuition payments for all Nursery School classes begin on September 1, 2010.** Nursery school tuition is divided into 10 equal monthly payments. Make checks payable to: CNRC Nursery School.

Mandatory Forms: After receiving your deposit, a **medical form and parent reference form** will be mailed to you. The medical form must be completed by your child's physician and include his/her up-to-date immunization record. Seasonal flu vaccine is now mandatory for all children, up to sixty (60) months old, who are enrolled in a nursery school / childcare center. The **parent reference form** is to be written and signed by two people who can vouch for your character. This form must be completed by **all parents** (even those who choose the non-cooperative option.) All of these forms must be returned on or before the first day of school.

Hours of Operation:***

AM classes are held from 9:15 – 11:45 a.m.

Optional programs will be offered for both 3's and 4's to extend the day from 11:45 a.m. until 1:30 p.m.

The door to the Nursery School (the handicapped entrance on the north end of the Education Building) is unlocked at 9:10 a.m. Monday through Thursday.

*** *The Nursery School reserves the right to combine or cancel classes that are not fully subscribed.*

**Colts Neck Reformed Church Nursery School
PROGRAMS & TUITION SCHEDULE 2010-2011**

There is no tuition increase for 2010-2011

• **3-YEAR-OLD-PROGRAM**

<u>AM</u>	<u>Tuesday – Thursday</u>	
	<i>Yearly tuition</i>	<i>Deposit</i>
2 ½ days – cooperative	\$ 1800.00	\$ 180.00
2 ½ days – non-cooperative	\$ 2100.00	\$ 210.00

<u>AM</u>	<u>Tuesday – Wednesday – Thursday</u>	
	<i>Yearly tuition</i>	<i>Deposit</i>
3 ½ days – cooperative	\$ 2420.00	\$ 242.00
3 ½ days – non-cooperative	\$ 2720.00	\$ 272.00

Activity Fee: \$75.00/year/family to help defray the cost of supplementary programs

• **4-YEAR-OLD-PROGRAM**

<u>AM</u>	<u>Monday – Wednesday – Thursday</u>	
	<i>Yearly tuition</i>	<i>Deposit</i>
3 ½ days – cooperative	\$ 2350.00	\$ 235.00
+ Transitional day (Tues)**	\$ 3050.00	\$ 305.00
3 ½ days – non-cooperative	\$ 2650.00	\$ 265.00
+ Transitional day (Tues)**	\$ 3350.00	\$ 335.00

** Transitional day – play selected games, experience creative expression, reinforce math skills and more through free choice of play opportunities and teacher-directed activities.

<u>AM</u>	<u>Monday through Thursday</u>	
	<i>Yearly tuition</i>	<i>Deposit</i>
4 ½ days – non-cooperative	\$ 3550.00	\$ 355.00

Activity Fee: \$75.00/year/family to help defray the cost of supplementary programs

• **PLAYGROUP**

AM – 1-1/2 hour class beginning in late September and continuing through May, for the 2-1/2 year old or older child who is able to separate from the parent/caregiver. Class is limited to eight children with a teacher and a teacher assistant.

	<i>Yearly tuition</i>	<i>Deposit</i>
One day per week	\$ 920.00	\$ 115.00
Two days per week	\$ 1360.00	\$ 170.00

• **EXTENDED DAY FOR NURSERY SCHOOL CHILDREN—Optional Programs which run from 11:45 a.m. to 1:30 p.m.**

- **Lunch Bunch** – Bring your own lunch and have fun with your friends in a supervised environment. Outside play included if weather permits. \$12/child/day.

Lunch Bunch for 4's 2 days/week beginning in October

Lunch Bunch for 3's 1 day/week beginning in November

- **Geography Class** – A fun, “hands-on” study of a foreign country (past countries include Mexico, China, Africa, Italy, Ireland, Australia). Developmentally appropriate for all 4's. \$100 for a four week session (\$25 per 1-1/4 hour class with 1/2 hour for lunch which you provide).
- **Pre-reading Literature Class** – An intense introduction to letters, sounds, high frequency words and “chunks”. Not all 4's are quite ready for this level of instruction; therefore, participation in this class is by teacher recommendation. \$120 for a four week session (\$30 per 1-1/2 hour class with 15 minutes for lunch which you provide).

Colts Neck Reformed Church Nursery School
PROGRAMS & TUITION DESCRIPTIONS 2010-2011

- **3-YEAR-OLD CHILDREN**

Three-year-old classes are two mornings a week or, if you feel your child would benefit from more time in a learning environment, three mornings a week. The three-year-old program is designed to allow the children to transition from his or her parent into a nurturing environment. The child is encouraged to develop a relationship with the teacher and take ownership for the classroom. Instruction is individualized which allows the teacher to determine the needs of each child and guide him or her in developing self-confidence and friendships. The program includes free-play, small group work, language development through literature, finger plays, music and dramatic play. Gross motor development is encouraged through outside play.

- **4-YEAR-OLD CHILDREN**

For the four-year-old child, classes are held three or four mornings a week. The four-year-old program is designed to continue the social development of your child with an increased academic emphasis. The children should transition more easily from their parents and will learn that they are members of a caring community at the school. Helpful and cooperative behavior is emphasized. Curriculum is thematic and in the fall and winter revolves around the holidays and seasons. The alphabet is introduced through a phonetic and project approach. Children are encouraged to visually recognize their first names and are assisted with the manual configuration of their letters. Math is introduced through games. Large and small group activities help to foster your child's love of talking, listening, and reading – the foundations of early literacy. The curriculum for the four-year-old is enhanced by field trips during each season.

- **TRANSITIONAL DAY**

A "transitional day" for the 3-day-4's is offered on Tuesdays from 9:15 a.m. to 11:45 a.m. This special day is an optional program at an additional cost. The children are supervised and given the opportunity to play selected games, reinforce their negotiating skills by free choice of play opportunities and teacher-directed activities. It is a small class with many 1:1 reinforcement moments. Please provide a snack for your child.

- **LUNCH BUNCH**

Lunch Bunch is an optional program with an additional cost which allows the children to stay at Nursery School for an additional 1-1/2 hours on a scheduled basis and have lunch (you provide lunch for your child) with their friends. We always play outdoors when the weather permits! Lunch Bunch is available two days per week for four-year-old students beginning in October, and one day per week for three-year-old students beginning in November.

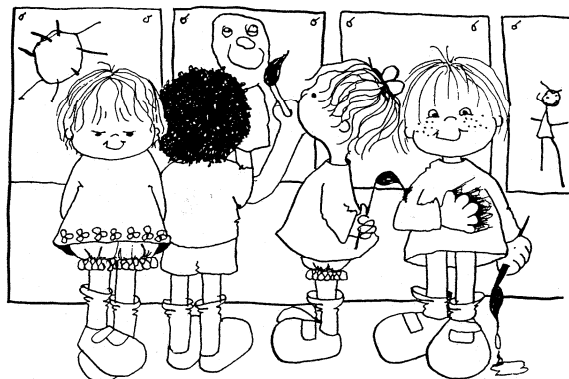
Colts Neck Reformed Church Nursery School PROGRAMS & TUITION DESCRIPTIONS 2010-2011

- **GEOGRAPHY CLASS**

This fun, “hands-on” class is a focused study of a particular country. In past sessions, the children have studied Mexico, China, Africa, Italy, Ireland and Australia. The children learn where-in-the-world the country is located in relation to New Jersey; they hear the distinctive music of the country; they study its native animals and the customs which may include special holiday celebrations. Depending upon the country being studied, child-friendly food selections may be cooked and/or tasted. This is an optional program with an additional cost. It is developmentally appropriate for all 4-year-old students. Class runs from 11:45 a.m. to 1:30 p.m. with 1/2 an hour allotted for lunch (which you provide for your child).

- **PRE-READING LITERATURE CLASS**

This class is designed for the developmentally advanced four-year-old who is ready for an intense introduction to letters, sounds, high frequency words and “chunks”. There is a high expectation of advanced fine motor skills, advanced listening skills, high interest and enthusiasm from each child who participates in the class. Included in the class are fine motor activities, journal writing, a project related to the letter/sound being studied, and gross motor activities. In the saturated study of letters, we begin with the easiest letter sound (m) and progress through the alphabet phonetically. The class requires regular attendance and builds on continuity – if your child participates, you need to commit for the duration of the year. This is an optional program with an additional cost. Not all four-year-old students are quite ready for such an intense learning experience; therefore, this class is by teacher recommendation only. Class runs from 11:45 a.m. to 1:30 p.m. with 15 minutes allotted for lunch (which you provide for your child).



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 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 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 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.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

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 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 (609) 292-4605 (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) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at www.state.nj.us/lps/ca/recall/recalls.htm. Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1(800) 242-5846.

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 Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. 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.nj.gov/dcf and select Publications.

2010-2011 APPLICATION
Colts Neck Reformed Church Nursery School

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Colts Neck, New Jersey 07722
Phone: 732-462-4662 • Fax: 732-866-9545

Tullis Savage, Director

Nursery school classes function more appropriately if children are placed together according to their developmental age. Because I do not know some of your children, I attempt to group the children by their birth date so that they do not feel undue frustration if they cannot perform as others might. We, as educators, know that in "their time" each child will achieve their potential. **The key is to allow the child the necessary time for growth and development.** Those children that I do know are placed in class after consultation with their teacher, taking into consideration the child's personality, behavior, achievement, and friends.

Classes are available in the **morning from 9:15 – 11:45 a.m.** Cooperative or non-cooperative options are available as indicated. Parents are always welcome in the classroom on their child's special day regardless of the option that they have selected.

Please indicate below the program of your choice and if you have special scheduling needs due to employment, nap schedule or a sibling attending 1/2-day kindergarten.

_____ **2 day 3's (Tue, Thu)**
AM only

_____ cooperative program

_____ non-cooperative program

_____ **3 day 3's (Tue, Wed, Thu)**
AM only

_____ cooperative program

_____ non-cooperative program

(the nursery school reserves the right to combine or cancel classes due to inadequate enrollment)

Special Scheduling Needs:

_____ **3 day 4's / 5's (Mon, Wed, Thu)**
AM only

_____ cooperative program

_____ non-cooperative program

_____ **4 day 4's / 5's (Mon thru Thu)**
AM only

non-cooperative program
(enrollment limited to 10 children)

(the nursery school reserves the right to combine or cancel classes due to inadequate enrollment)

Special Scheduling Needs:

I am enclosing a **\$35.00 non-refundable registration fee** with my completed application. **Upon acceptance into the program, I will submit my child's health form, including immunizations and signed character references about me.** If I have selected a cooperative program, I also agree to serve as a classroom helper approximately once a month.

Signature: _____

Date: _____

(OVER)

(for office use only) Application # _____ App. Fee Rec'd _____ Check # _____ Deposit Rec'd _____ Check # _____

**COLTS NECK REFORMED CHURCH NURSERY SCHOOL
2010-2011 APPLICATION**

Age: _____ Date of Birth: _____

Child's Name: _____ Sex: _____

Address: _____

Phone Number: _____ Cell Phone/Pager # _____

Allergies: _____ Physical Limitations: _____

Siblings and Ages: _____

Child's Doctor _____ Phone: _____

Doctor's Address: _____

WHERE TO REACH PARENTS

Father's Name: _____ Business Phone: _____

Father's Business Address: _____

Mother's Name: _____ Business Phone: _____

Mother's Business Address: _____

**LOCAL PERSONS AUTHORIZED TO PICK UP CHILD AND/OR CONTACT
IN CASE OF EMERGENCY, IF NEITHER PARENT IS AVAILABLE**

Name: _____ Name: _____

Relationship: _____ Relationship: _____

Phone: _____ Phone: _____

Address: _____ Address: _____

DISCLOSURE STATEMENT

In order to protect the safety of children, New Jersey law requires staff and parents of child care agencies, including nursery schools, to make criminal conviction disclosures. Traffic violations are not included.

Primary Helper

I have _____, have not _____ been convicted of a crime.

Date: _____ Signature: _____

Secondary Helper

I have _____, have not _____ been convicted of a crime.

Date: _____ Signature: _____

(OVER)