

2019-2020
Hours: Mon-Thurs
1:00-2:50
Fee: \$125/mo.
\$250 due at registration

Sprouts Preschool
Warren County Technical School
1500 Route 57
Washington, NJ 07882
908-689-0122
arnoldl@wctech.org
Preschool Application

Office Use Only
Payment ____
Med. Forms ____
Imm. Forms ____
Flu Shot ____

Child's Full Name _____ Nickname _____

____ Male ____ Female Date of Birth _____ Age as of 10/1/19 _____

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Mother's Name _____

Address _____

Phone # _____ Cell Phone # _____

Place of employment _____

Address _____

Work phone # _____ E-mail _____

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Father's Name _____ E-mail _____

Address _____

Phone # _____ Cell Phone # _____

Place of employment _____

Address _____

Work phone # _____ Are parents living together? _____

Name and relationships of other adults in the home

With whom does your child share a room? _____

Names & ages of other siblings? _____

Does your child have responsibilities in the home? (Cleaning up toys, setting table, etc.)

What are his/her favorite toys, activities, interests?

Playmates: Number _____ *Ages* _____

How does he/she react when mom/dad leaves to go somewhere? _____

Does he/she try to dress him/herself? _____

Does he/she nap or rest at home?

Characteristic behavior (e.g. calm, excitable, easily angered, whining, happy, cheerful, negative, cooperative, shy, friendly, fearful, aggressive) _____

How does he/she behave when upset, angry, or afraid?

Which technique(s) helps to reassure your child when he/she is upset?

Types of home discipline most frequently used?

Is your child right handed or left handed? _____

How long can he/she sit for a story? _____ *minutes*

Is there any additional information you feel we should know about your child?

In what ways would you like to see your child develop during this year in our program?

In the event of an emergency or illness, every effort will be made to contact the child's parent(s)/guardian(s). In the event that you can not be reached, the following people are given permission to be contacted and are allowed to pick up the child if needed.

Name and address of Emergency Contact _____

Relationship _____

Phone # _____

Cell Phone # _____

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Name and address of Emergency Contact _____

Relationship _____

Phone # _____

Cell Phone # _____

.....
Name and address of Emergency Contact _____

Relationship _____

Phone # _____

Cell Phone # _____

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In case of medical emergency while at Sprouts in Warren County Technical School, I understand that the school will make an effort to reach a parent(s)/guardian(s) immediately. If it is not possible to contact either of them, or the designated emergency contact(s), I authorize the preschool to obtain professional medical treatment for my child including transportation to the nearest hospital.

Parent/Guardian Signature _____ *Date* _____

As a parent/guardian of the above participating child, I certify that he/she is in good physical health, has no special needs, and may participate in all of the activities of Sprouts preschool's program, except as noted.

Parent/Guardian Signature _____ *Date*

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Name of Child's Physician _____

Telephone # _____

Allergies _____

Any vision or speech problems? _____

Insurance Company _____

ID# _____ *Group #* _____

Existing Medical Conditions _____

Are there any speech, hearing, or visual difficulties? _____

This is a learning experience for our high school students. They will be learning how to effectively interact with children by teaching them. As in any learning experience, there may be times when an activity doesn't go smoothly or a comment is said without thinking first. Please be patient and understand they are in training. If you have any questions or concerns regarding any phase of our program, please contact Mrs. Arnold. After the children leave each day, the day is evaluated and suggestions given will be discussed.

I understand that Sprouts is used as the practicum/lab school for the Early Childhood Education Program at Warren County Technical High School and that students will be working with my child in a supervised environment.

Parent/Guardian Signature _____ Date

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Tuition Payments

Parents are responsible for payment of fees on time. TUITION FOR SEPT. 2019 AND JUNE 2020 MUST BE PAID IN FULL BEFORE CHILD'S APPLICATION WILL BE ACCEPTED. Tuition is to be paid in advance to services rendered. Tuition is to be paid prior to the month of service (September's tuition is due August 31st). The fact that there will be holidays, absences due to illness and inclement weather and vacation has been figured into the overall tuition charges and does not change the tuition rate.

Tuition is due in advance, payable by check or money order. Late payments must be accompanied by a 10% late fee. Dishonored checks must be replaced and accompanied by a \$25 fee. After a second occurrence, only cash or money order will be accepted as payment. Accounts two weeks in arrears may result in termination. There is no reduction of fees for absences or vacation, except in the case of an extended illness of a child. The director should be notified if such situation occurs. Days in which your child is absent should not be subtracted from your monthly tuition. Two weeks written notice is required if your child is leaving the school permanently for any reason and parents will be charged for that period.

Parent/Guardian Signature _____ Date

Medication Policy

Medication will be given to children only after receipt of written approval from the child's parent(s). A medication permission form must be signed by the parent and child's doctor prior to any dispensing by the school nurse. All medications will be kept by the nurse in a secured area that is inaccessible to the children. Non-prescription medicine will be stored in a labeled container with a child-proof cap. Any prescription medication for a child must be prescribed for the child we are asked to give it to. Prescription medication must be stored in its original container which has been labeled with the child's name, the name of the medication, the date it was prescribed or updated, and directions for its administration. Unused medication will be returned to the parent(s) when no longer being administered.

Non-prescription, over the counter medication may only be given by the nurse according to the directions on the label. Parents will need to complete the medication permission form in order for us to dispense non-prescription medication. The nurse may give antihistamines/decongestants, cough suppressants, acetaminophen (aspirin substitutes), or topical (skin) non-prescription medication, it may only be given with a doctor's note, as they may have harmful side effects. It is especially important not to give aspirin unless a doctor orders it, because it is associated with a life-threatening illness called Reye's syndrome. If a child shows any side effects of medication, we will report them to the parent(s).

**In the event a child becomes ill during the day and the parent is not able to arrive in a timely fashion the nurse may upon parent/teacher consultation give non-prescription medication with the parent's oral and documented permission upon pick-up administer what has been deemed appropriate. This medication is restricted to acetaminophen for fever or pain.*

Illness Policy

If a child comes to school when they are not feeling well, they will be more vulnerable to infection. It is in the best interest of your child and of the other children at the preschool to keep your child home when he/she is ill. A child needs to be well to be able to participate actively in the program.

- 1. After a fever, a child's temperature must be normal (98.6) for 24 hours before return.*
- 2. If a child is well enough to come to school, we expect that your child participate in outdoor activities, weather permitting.*
- 3. Often, children ask to come to school even though they are ill. Although they may be disappointed, please keep your child home if they are sick.*
- 4. If your child becomes ill while at the preschool and you are contacted, please cooperate by making arrangements to have your child picked up promptly.*

Absences

Parents are asked to call 908-689-2487 or 908-689-0122 prior to 8:00 a.m. and leave a message if your child will not be attending that day. If a child is absent due to illness for three or more consecutive days a physician's note is required to return to the preschool.

Parent/Guardian Signature _____ Date _____

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Discipline Policy

Our discipline policy seeks to teach attitudes by demonstrating and encouraging the kinds of attitudes that make for harmony, understanding, and tolerance. It teaches control of impulses by clearly limiting and discouraging destructive behavior, and by offering acceptable substitutes as well as opportunities for discussion. We hope to attain these goals through the following steps.

- A. Emphasizing the positive behavior rather than the negative.
- B. Preventing discipline situations when possible.
- C. Increasing the child's feeling or self-worth so that he/she feels stronger and in better control of him/herself.

The following steps are used in discipline situations.

- A. Verbal discussion with child, a redirection.
- B. Removal of child from the activity while keeping the child with a teacher.
- C. Wait for child to make decision to return to the activity.
- D. Help child return and be more successful. Consistent use of the approach proves to be effective in helping children gain self-control.

Consistent misbehavior and aggression warrants a conference between the staff and parents as to possible deterrents and redirection. Sprouts seeks to provide a program that meets the needs of all children enrolled. However, there may be times that a family may be asked to remove their child from the preschool. The preschool reserves the right to discharge a child for the following reasons of non-cooperation, the inability of child or parent to adjust to the preschool program and policies, delinquency or non-payment of fees, or potentially dangerous behavior by a child or parent. Discharge from our faculty is always a last resort. It is our goal to work together with the family or implement a plan of action that is in the best interest of the child. Should discharge be deemed necessary the following steps shall occur.

1. Parent notification in writing or through parent/teacher conference.
2. Reasons for discharge will be clearly stated in writing.

3. *Parent or guardian will be asked to sign a statement that they have received proper notification.*

Parent/Guardian Signature _____ Date _____

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 preschool 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 preschool 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 preschool's daily closing, the preschool 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);*
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 preschool, the staff member shall call the Division's 24 hour Child Abuse Hotline (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 preschool shall ensure that:

1. *The child may not be released to such an individual;*
2. *Staff members attempt to contact the child's other parent or an alternate person(s) authorized by the parent(s);*
3. *If the preschool is unable to make alternate arrangements, a staff member shall call the Division's 24 hour Child Abuse Hotline (1-877-652-2873) to seek assistance in caring for the child.*

Policy on Child Abuse

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 an adult is required by State Law to report the concern immediately. State Central Registry

and Child Abuse Hotline, Toll-Free at 1-877-652-2873 Office. Such reports may be made anonymously.

Parent/Guardian Signature _____ Date _____

*Student Personal Photo Program
Agreement Form 2019-2020
Warren County Technical School*

Warren County Technical School (WCTS) is proud to be able to provide all of our students the best educational experience during the 2019-2020 school year. Photographs may be taken of students at school by various department activity and project representatives. These photographs are intended for school use and related work/projects by our students and staff. These photographs may appear on the school web site, school brochure, local newspapers, or even on area television stations. These photographs are intended to advertise the opportunities available here at Warren County Technical School.

Please fill out the permission slip below and have the student return it to the main office. Photographs will only be used in an appropriate manner. The standards for usage are the same as those described in our Acceptable Use Policy for all technology at WCTS.

I agree to participate in the school's student photograph program and give permission to have his/her photo appear in appropriate Internet and local news media.

I do NOT want my student's photograph to appear in ANY publication.

Student's Name (Print) 2019-2020 School Year

Parent or Guardian's Name (Print) Date _____

Parent or Guardian's Signature

Administrative Acknowledgement

Dress

Children should always be dressed appropriately for the weather. Always label your child's clothing and other items your child will be bringing to school. Please send in a change of clothing, complete with socks. We will store your child's items at the center. Accidents do happen and it makes our jobs easier when we have comfortable clothing to change your child into. Also, please remember that a part of learning is getting messy...and that means that your child may not always come home with "spot free" clothing.

Field Trips

Field trips are an integral part of our curriculum. They may include picnics, in school trips to the library, cosmetology, culinary, or a visit to a farm. We encourage parents to go with us whenever possible. No child is even taken off the premises without parental consent.

Guns, Swords, and Other Toys

Guns, swords, and other toys that could hurt another child are not allowed. Many times children ask if they can bring in things from home to share. The policy is "yes" if they are truly items that the children will share. If your child has difficulty sharing toys, especially those that are considered extra valuable or favorites, they will be asked to store the item in their cubby.

Holidays

Throughout the year we will host special days signifying events as well as holidays. A sign-up sheet will be posted asking for parent volunteers to send in party snacks/favors for said special events.

Illness

If your child is ill and will not be attending the center on any given day, please call in the morning so we know not to expect them that day.

Joint Partnership

Parent-center communication is an essential ingredient for a successful program. If you ever have any questions or concerns regarding your child or our program please ask. If we appear busy at the time, please drop a note or call us during the day.

Kindness

The physical and social environment we hope to provide is one that encourages children to be considerate and respectful of parents, staff and peers.

Literacy

Children's language, books and meaningful print are integrated into activities around the room and throughout the day. The children are often asked to be contributors to their daily learning.

Snacks

You will be required to send in a small healthy snack for your child every day.

Newsletter

A weekly and/or monthly newsletter will be sent home with your child to keep you informed of happenings, special events, and other important information.

Ownership

Each child enrolled will be asked to contribute and collaborate to their daily surroundings. This is accomplished by displaying on-site works of art and projects. Also, each child has a place in the center that is his or her own via a cubby.

Paperwork

All forms must be completed and returned to the center prior to admission with the exception of the health form. The health form must be completed and returned prior to the first day.

Release

If your child is going home with another child in the center or is being picked up by someone else, please inform the child's teacher and make certain that you have written a note or filled out the necessary child release form.

Tuition

Tuition is to be paid in advance prior to services rendered. Please review the Parent Agreement.

Understanding

We feel strongly that we provide a program that recognizes the individual needs of the children enrolled. The majority of our day is quite structured, routine, and operates rather smoothly. Unfortunately, the time that appears to be the most chaotic are during arrival and dismissal times.

Please understand that if we appear busy at these times it is because we are either engaged in an activity, supervising children, or are experiencing a period of transition. If we cannot indulge in lengthy conversation at that moment, please feel free to contact us either in writing or by phone should you have an issue that we may not be able to immediately address.

Vacations

Should you schedule a vacation during the school year and your child will not be in attendance, please provide written notice.

Welcome

Parents are always welcome to visit the center, please call and set up a mutually convenient time.

Examination

Teachers continually examine children's needs and make adjustments in the environment accordingly. We pride ourselves in keeping close contact with parents concerning their child's progress, needs, and will communicate any problems they may be having while at the center.

Your Child

Your child's health, safety, and well-being are our highest priority. We make every attempt to provide all children with love, acceptance, and support. If it were not for you and your child, the preschool would not be here!

Zippers

Zippers, snaps, button fastening, and tying laces are a fact of life. We will encourage your child to become self-reliant in such basics as dressing, personal hygiene, and the reinforcement of healthy habits.