

WONDER WORLD

1359 Morris Ave, Union, NJ 07083
Tel: (908) 687-2452 · Fax: (908) 687-8507

BASIC PROCEDURES

- Every child **must** be signed in and out daily (State Law)
Failure to do so may result in overtime charges.
- Check your child's folder or backpack daily.
- Check parent's bulletin board daily.
- **Label every item your child brings to school with his or her name.**
- Check lost and found for misplaced or missing items.
- School shirts or specified shirts are to be worn on every trip that takes any child out of our school. (Parent volunteers and/or chaperones are expected to also wear the same color shirts for easy identification.)
- **TUITION must reach the office on or before 5:30pm on the 1st of each month. If the 1st falls on a weekend, tuition is due in by 5:30 the Friday before. Late charges are as follows:**
 - After 5:30pm on the 1st - \$30.00
 - Every 3 days late thereafter – an additional \$25.00
 - Balance past due over 30 days 10% per month.
- Birthdays are special at Wonder World and are celebrated with munchkins, cookies, brownies etc. provided by the parents.
- Back to school night is for everyone who has a child enrolled at Wonder World. This is the parent/guardians chance to meet their child's teacher / assistant and find out our goals and expectations for the school as well as a time to ask questions and get information regarding your child's school day .
- The children go outside **every** day of the year – inclement weather and temperatures under 35 degrees, being the only exception. Please dress them accordingly. If your child is unable to go outside then they should not come to school until they are able to participate in all activities, the only exception is a note from the child's doctor.
- Correspondences of any type (Tuition payment, trip money, letters, notes etc.) are to be given to the Director or the front desk or put into the safe located at the bottom of the steps to the right.
- Please be sure all contact information is correct and current. We will be emailing information to the parents in regards to reminders and upcoming events. Please be sure to leave an email address that is looked at daily.
- Any child enrolled for more than 4 hours a day must rest horizontally for a minimum of 45 minutes daily.
- Children dismissed before 12:00pm must be out of the building by 12:00pm. Any child that must be picked up between the hours of 12:00 – 2:00 (rest time) must notify the school by phone in advance. Our children need their rest.
- If children are being picked up by someone other than the parents, we need preferably a note or phone call stating the person's name, relationship to the child and time they will be picking them up. Photo I.D. is required and the person must be listed on the enrollment form as authorized to do so.
- **NO SMOKING AT ANY TIME** in or around the building or in the presence of the children. (Field trips, etc.)
- Call the school before 8:00am if your child will be absent or late. This applies to all children.
- **SNOW DAYS:** Wonder World will make every effort to remain open in the event there is snow. If roads are treacherous or dangerous to either the safety of our children or staff members, we will be forced to close early or not open at all. You will be notified by calling the school if we are closed, and we will call you in the event we need to dismiss early. We mainly follow the Elizabeth Board of Education for School Closings.
- If you have any questions, suggestions, or if we can be of any assistance to you, please let us know.

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CHILD'S PERSONAL DATA SHEET

Child's Name: _____

Date of Birth: _____

Nick Name: _____

Age: _____

Is your child presently in good health? _____

If no please explain _____

Does your child have any **allergies**? _____

If so, please list _____

Does your child receive any medication regularly? _____

If so, please list _____

Any special considerations with regard to religious affiliations? _____

Does your child sleep well? _____

Take a nap? _____

Does he/she have a speech difficulty? _____

If so, please explain _____

Has your child had previous group experience? _____

What Kind? _____

How does he/she approach other children?

Shyly? _____

Aggressively? _____

In a friendly manner? _____

Is your child a leader? _____

Any special instructions if your child becomes ill at school _____

Other important information: _____

What do you desire your child to gain from his/her Nursery School Experience?

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AUTHORIZATION FOR EXCHANGE OF CONFIDENTIAL INFORMATION

Today's Date: _____

Student's Name: _____

Student's D.O.B.: _____

As parent/guardian of the above named student, I hereby authorize the release of pertinent medical information (medical conditions, allergies, and/or medical regimens) to be exchanged among appropriate professional staff involved in the care of the above named student.

This consent is valid for the _____ School year. It is intended to allow the staff to better serve my child.

Certified School Nurse

Parent/Guardian Signature

**** RENEW ANNUALLY ****

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CUSTODIAL INFORMATION

If a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child or children, please explain below and attach a copy of appropriate documents. (Court Order)

I hereby state that either parent may pick up the child or children. I will notify the school in writing if the circumstance changes.

I have attached the appropriate documents and have made my wishes known in writing to the Director.

FOR SCHOOL USE ONLY

Date of Enrollment _____

Date of Withdrawal _____

Date of Conference _____

Updated _____

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EXPULSION POLICY

NAME OF CHILD: _____ **SIGNATURE OF PARENT:** _____

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/children 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 CAUSES 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 (explain)

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 (explain)

SCHEDULE OF EXPLUSION

If after 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.

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.

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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.

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.

I _____ have read and understand Wonder World’s Policy on the expulsion of children from enrollment. I have also received a copy of this Policy for my records.

Name of Child

Signature of Parent

Date

Witness:

Staff Member Signature

Date

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September 2015 - August 2016

HOURS OF OPERATION: M-F 7:00am – 5:30pm

BOE PROGRAM: M-F 7:30am-5:30pm

DIRECTOR:

Patricia Velez

STUDENT ENROLLMENT:

License Capacity: 86
Current Enrollment: 78

CLASSROOMS: 6

STAFF: 21

STAFF:

Iris Martinez – Family Worker
Hector Velez Sr. - Family Worker P/T
Valerie Gibson - Clerical
Patti Cannizzaro – Security Guard
Mary Hochman – BOE Teacher
Donna Palumbo – Head BOE Teacher
Heather Feeney – BOE Teacher
Barbara Katz – BOE Teacher
Miladys Rosario – BOE Assistant
Tatiana Legra – BOE Assistant
Ashley Donaldson – BOE Assistant
Cindy Cartagena – BOE Assistant
Stephanie Marroquin – P/T BOE Asst. P/T 4 year old Teacher
Lydia Velez – P/T Cleaning & 4yr. old Assistant
Janine Sievert – 2-3 yr. old Teacher
Debbie Richards – Wonder World

SUBSTITUTES:

Brie Joskowitz
Kimberley Beal

CHAIN OF COMMAND:

Patricia Velez – Director
Donna Palumbo – Head Teacher
Mary Hochman – Group Teacher
Iris Martinez – Family Worker (BOE related)

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WALKING TRIP PERMISSION SLIP

I hereby consent that my son/daughter

May join his/her classmates on walking trips- short walks in the vicinity of the school, during school hours. These short trips will be supervised by at least two adults. A separate permission slip will be sent home for any bus trips that may be arranged by the school. This permission will be effective until receipt of written withdrawal.

I DO NOT give permission for my son/daughter

To join his/her classmates on the above mentioned walking trips.

Parent/Guardian Signature

Date

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Dear Parents,

In keeping with New Jersey's child care licensing requirements, we are obliged to provide you, as the parent or guardian of a child enrolled at our school, with this informational statement.

The statement highlights, among other things: your right to visit our school at any time without having to secure prior permission; the school'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 or concerns, feel free to contact me at (908) 687-2452 then sign and return.

Sincerely,

Patricia Velez

Director

I have received and read the "Information to Parents"

Parent/Guardian Signature

Date

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MEDICAL RELEASE & INFORMATION FORM

For School Year: _____ through: _____.

Name of Child: _____ Child's Date of birth: _____

Child's SS#: _____ Emergency Contact Telephone #: _____

In the event of serious injury or medical emergency and the responsible parent or guardian cannot be contacted; I hereby give permission for my above named child to be transported to the nearest hospital emergency room and given whatever aid and treatment is deemed appropriate by said medical facility.

List any modifications/ additions you wish to make to the above statement: also, indicate if any specific hospital or medical facility is to be utilized:

List all known conditions, illnesses and allergies to medications/ foods that any emergency room staff should be aware of.

We hereby certify that there is medical health insurance coverage (hereinafter "coverage") in effect for the above-named child and that said coverage shall continue to be maintained for the duration of enrollment with the school. We further agree that, irrespective of the circumstances under which said child may require medical assistance that said coverage shall, in all events, be primary and that the liability of the school shall be secondary and strictly limited to such amounts as may be above and beyond what is paid or payable pursuant to the coverage and then, only upon a final adjudication that said medical treatment was in fact necessitated by reason of the negligence or other improper conduct of the school, its agents, servants, employees, or representatives.

We further agree that any lapse in the coverage applicable to the child shall, in the sole discretion of the school, be treated as a breach of the "Parent-School Agreement" thereby permitting the school to terminate enrollment from the date of said lapse and to refuse re-enrollment until proof of coverage applicable to the child is satisfactorily demonstrated to the school. The coverage is described below and a copy of the identification card applicable to the child is attached and part of this form.

Health Insurance Co. _____ Health Insurance Co. ID # _____

Health Insurance Telephone _____

We further agree that in the absence of a specific hospital or medical facility designated herein by us, the child shall be transported to such hospital or other medical facility as may be designated by the school or any responding medical personnel; we further agree to fully indemnify and hold harmless the school; its agents, servants, employees, or representatives; from any and all liability whatsoever on account of any treatment or aid thus rendered to the child.

This document shall remain in effect for so long as the child remains enrolled in the school unless earlier terminated or modified by us in writing.

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Signature of Parent or Guardian

Date

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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, 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 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 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.). 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) 292-6605 (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 (900) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC) unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at www.cpsc.gov. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

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 Central Registry Hotline, toll free at (877) NJ ABUSE (877) 652-2873. Such report 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.

OOL4/11/13_

WONDER WORLD – Patricia Velez, Director

WONDER WORLD

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Dear Parents,

In keeping with New Jersey's child care licensing requirements, we are obliged to provide you, as the parent or guardian of a child enrolled at our school, with our "**Parent Handbook**".

Please keep this handbook in a safe place and refer to it whenever there may be a question regarding policies and procedures here at Wonder World.

Please read this handbook carefully and if you have any questions or concerns, feel free to contact me at (908) 687-2452.

Sincerely,

Patricia Velez

Director

I have received and read the "**Parent Handbook**"

Parent/Guardian Signature

Date

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PARENT – SCHOOL AGREEMENT

1. In order to secure your child's enrollment, you must:
 - a. Complete and sign the Application and Parent – School Agreement Form.
 - b. Complete and return an up to date "Universal Child Health Record" and "Immunization Record".
 - c. All documentation including, proof of residency, emergency contact information, email address and phone numbers must be correct and updated with the center when necessary.
2. The program your child will attend and the appropriate Tuition Fee if applicable is:
Session _____ Tuition _____ Wraparound Fees _____
3. Tuition and fees for all programs are based on a yearly contract and subject to increase every September. All Tuition and fees are due on the 1st of each month in advance. In order to maintain the quality of our program and your child's participation in it, all fees must be made on time. Any payments received after 5:30 pm on the 1st of each month (unless already agreed upon in contract) are subject to a \$30.00 late charge. If payment is more than 3 days late, an additional \$25.00 late charge will be assessed. Balances past due over 30 days will be 10% per month.
4. Any tuition payments made by check or money order should be made payable to "Wonder World". All payments are to be given to the Director or labeled and put in the safe.
5. There will be no refund or credit given if your child must be absent from school due to illness, school closings, or vacations.
6. Children must maintain their attendance in order to keep their spot. If your child is absent 3 consecutive days due to illness, they must have a doctor's note in order to return to school. If your child is absent for 10 consecutive days, they will be dropped from the program. There will be **no** refunds. Any balance of tuition and Security deposit will be forfeited.
7. Children are accepted for enrollment for a full year. We recognize that special circumstances may occur which necessitate the withdrawal of a child before the end of the year. In this event, it is the parents' responsibility to notify the Director a minimum of 14 days before the child is to be withdrawn in writing. Fees are to be paid through the end of the last week during which the child attends Wonder World. Failure to do so will result in the loss of any deposits or remaining tuition.
8. Children participating in the Child Care program may arrive between 7:00 am & 10:00 am and must be picked up no later than 5:30 pm. After 5:30 pm the late fee is \$10.00 and will increase every 15 minutes that you are late. There are no pickups between 12:00 pm and 1:45 pm (Rest Time). Unless otherwise agreed upon. Our children need their rest. If you need to pick up your child during that time please call in advance.
9. Wonder World hopes to be a full scale community learning center, and as such needs and encourages parent input, support and participation, as well as cooperation.

Your signature below indicates that you have read and understood the agreement and that you are willing to abide by the terms thereof.

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Parent/Guardian Signature

Date

Director Signature

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PHOTO PERMISSION FORM

I give permission for _____ to be photographed and/or videotaped by staff and/or parents at Wonder World events during the school year of 2015-2016.

Parent's Signature _____

Date _____

SOCIAL MEDIA PERMISSION

I give permission for _____ to be placed on Wonder World's Facebook and/or website during the school year of 2015-2016.

Parent's Signature _____

Date _____

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Start Date: _____

Referred by _____

REGISTRATION FORM

Date of Application	_____	Child's SS#	_____
Child's full name	_____	Name child goes by	_____
Child's Date of birth	_____	Child's phone number	_____
Child's home address	_____		

PARENT OR GUARDIAN INFORMATION

Father's Name	_____	Mother's Name	_____
Home Address	_____	Home Address	_____
Driver Lic. #	_____	Driver Lic. #	_____
Father's SS#	_____	Mother's SS#	_____
Home Phone	_____	Home Phone	_____
Cell Phone	_____	Cell Phone	_____
Email Address	_____	Email Address	_____

WHERE TO REACH PARENT OR GUARDIAN

Father's Occupation	_____	Mother's Occupation	_____
Place of Business	_____	Place of Business	_____
Business Address	_____	Business Address	_____
Business Phone	_____	Business Phone	_____

CONTACTS

EMERGENCY CONTACTS (at least two other than parents.)

Contact #1	Name _____	Address _____	Phone _____
Contact #2	Name _____	Address _____	Phone _____

Persons authorized to pick up child/children _____

Child's Doctor _____ Phone # _____

Address _____

FAMILY INFORMATION

Brothers and/or Sisters **(Please indicate ages and whether they live with child.)**

Any other persons living with child and relationship

Signature of Parent or Guardian

Date

Social Security #

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SCHEDULE OF FEES

Date of Application _____ Days _____ Hours _____

Child's Full Name _____ Date of Birth _____ Age _____

Child's Home Address _____

Child's Phone Number _____

SCHEDULE INFORMATION

	Arrival Time	Pick-Up Time	Total
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Please indicate choice of Program (s)

Pre School

Pre "K"

SEPTEMBER TUITION FOR ALL SCHOOL STUDENTS IS DUE ON OR BEFORE AUGUST 23rd

Do not write below this line. School Use Only.

A Deposit is required to hold your reservation

Fees

Registration Fee \$ _____
Tuition for Month \$ _____
Security Deposit \$ _____
Total Due upon Enrollment \$ _____

Tuition

Pre School _____
Pre "K" _____
Wraparound _____

Total Monthly Tuition Due: \$ _____
(Based on ____ weeks ____ days ____ hours)

TUITION DUE ON OR BEFORE 1st OF EACH MONTH

Pre -enrollment conference Date _____

Parent(s) Signature _____

Date _____

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SUPPLY LIST

The following is a list of supplies needed for the upcoming school year. Each child must bring his/her supplies to their teacher on the first day of school.

ALL ITEMS MUST BE LABELED

1. One old shirt for art cover up (long sleeves, button down or large t-shirt please)
2. One complete change of clothing (including underwear & socks) to be left at school.

RESTERS – (Children who remain past 11:30 am)

1. One crib sheet, small pillow and pillowcase and small blanket. **PLEASE LABEL**
2. We have pillow & blanket sets available for \$25. Please see Director or Family Worker.

TODDLERS IN DIAPERS (Please bring items monthly or as needed)

1. Large box of diapers. If the child is in the process of potty training please bring pull-ups.
2. Box of wipes and tissues.

ALL ITEMS MUST BE CLEARLY LABELED WHERE YOUR CHILD CAN SEE AND RECOGNIZE HIS/HER NAME.

THANK YOU IN ADVANCE FOR YOUR COOPERATION IN HELPING TO MAKE THIS YEAR RUN SMOOTHLY.

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TERMS OF ENROLLMENT

Health, Registration Forms & Important Documentation

Each child must have a Universal Health Record, Immunization Record, Food Eligibility Appl. and Enrollment Forms completed and returned to school prior to starting date. All documentation, such as proof of residence, email addresses and contact numbers must be kept on file and updated at all times.

Clothing and Blankets, & Lunch

An extra set of clothing labeled with child's name must be in their cubby at all times. We ask that children wear comfortable play clothes and sneakers to school. Please try to avoid belts and straps on clothes (such as overalls). It makes going to the bathroom & potty training easier. **All children must have a small pillow, blanket & crib sheet with their name on it.** * All bedding **MUST** be taken home and washed every weekend.*

Lunch

Wonder World contracts with the CACFP. All food is to be provided by the center. Absolutely **no** outside food is allowed during meal times. (Breakfast, Lunch and pm Snack)

Toys

We are **not** responsible for any lost articles and ask that children **do not** bring toys to school unless it is a special "show & tell" day. Please cooperate with this rule.

Illness

It is very important that your child is kept home when sick. Any child sent to school with a fever or other signs of illness will be sent home immediately. They must be 24 hours fever free without medication in order to return to school. After 2 days a Doctor's note is required. Please call the school before 8:30 am when the child is sick or has been exposed to any contagious disease while home.

Inclement Weather

School closing due to inclement weather will be left on the Center's voicemail. We will follow the Elizabeth Board of Education, therefore if Elizabeth Schools are closed, so is *Wonder World*.

Fees and Payment Schedules

There is a \$75.00 Registration Fee for enrolling your child. Monthly Tuition **must** be paid on or before the first of the month. If payment is late there will be late fees attached. There is a 2 week security deposit to be paid at time of enrollment with the first month's tuition. In order to receive your security deposit back, you must give a minimum of 2 weeks written notice in advance informing *Wonder World* you will be withdrawing your child. Anyone falling behind in tuition payments will be asked to take their child out of school until payment is brought up to date. **Four times a year there is a five week month.** Signs will be posted and you must be sure to include the 5th week with your payment. There will be no tuition deductions if your child is sick or absent from school or for school closings due to inclement weather, school holidays, including Christmas Break, Easter Break and illness. **We will not make any exceptions to this rule.**

Parent Participation & Current Events Board

Parents are encouraged to participate in our program. We welcome volunteers to read to the children and help on special occasions. Please be sure to check our bulletin boards weekly. All current events and information to parents will be posted there.

Arrival and Departure

Wonder World opens at 7:00am and closes at 5:30pm. We are not responsible for any children before 7:00 am, so please do not leave your child at school before that time. Anyone arriving after 5:30pm must pay a \$ 10.00 late fee which will increase an additional \$10.00 every 15 minutes. *Wonder World* will not let any unauthorized person pick your child up. If someone new must pick your child up, you must call us in advance and that person must be listed on the enrollment form. They must provide proper identification.

Please be sure to keep this information at home where you may refer to it throughout the year.

WONDER WORLD

1359 Morris Ave, Union, NJ 07083
(908) 687-2452 Fax: (908) 687-8507

TUITION INFORMATION & RATES

2015-2016

Hours 7:00am - 5:30pm

Registration Fee: New Students \$75. Renewal \$50.

MONTHLY TUITION

Hours	5 DAYS		4 DAYS		3 DAYS Mon./ Wed./ Friday		2 DAYS Tues/Thurs	
	4wk	5wk	4wk	5wk	4wk	5wk	4wk	5wk
7:00-12:00	\$680	\$850	\$600	\$775	\$520	\$675	\$460	\$575
8:30 - 11:30	\$600	\$750	\$540	\$700	\$460	\$600	\$400	\$525
8:30-3:30	\$780	\$975	\$680	\$875	\$580	\$750	\$500	\$650
Full Days	\$820	\$1025	\$760	\$975	\$640	\$825	\$560	\$725

HOURS ARE FLEXIBLE

2 week Security Deposit is required.

These fees are due upon enrollment

TUITION IS DUE AND PAYABLE BY 5:30 p.m. ON THE 1ST OF EACH MONTH

Unless otherwise agreed in contract

A discount will be given when more than 1 child from the same family is enrolled.

***Rates available upon request.**

Four times a year there will be a **5 week month**. Be sure to include it in your payment. If there are 5 Thursdays in a month, consider it as a 5 week month.

There will be ***NO DEDUCTIONS FOR HOLIDAYS, SCHOOL CLOSINGS OR SICK DAYS***. For as long as a child is enrolled we will continue to reserve a space for him / her. **Monthly payment will remain the same according to contract, subject to increase every September. There will be no exceptions to this rule.**

Withdrawing your child at any time requires **2 weeks' notice in writing**, and will be effective on the 1st of the following month. **Failure to do so will result in the loss of your child's security deposits and any remaining tuition. No refund or credit on tuition will be given if the child leaves mid-month.**

LATE FEES:

Payment after 5:30 PM on the 1st. \$30.00
Every 3 days late thereafter add \$25.00
Children picked up past 5:30pm \$10.00 / 15 min.
Balances past due over 30 days 10% per Month

Signing below indicates that I have read & understand this agreement & I am willing to abide by the terms thereof.

Signature

Date