

## REGISTRATION FORM

Full Time: M,T,W,TH,F (Circle intended days)

Part Time: M,T,W,TH,F - AM or PM (Circle your choices)

Intended Start Date

Month    Day               /            /             
Year

**Please Print or Type**

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

First	Middle	Last

Child's Address:

	Street	City	Zip Code
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Child's Date of Birth :    /    /     
                                  Month    Day    Year

Child's S.S. No:    -    -   

Mother's Full Name: \_\_\_\_\_  
 First Middle Last Maiden

Mother's Address: \_\_\_\_\_

Street City Zip Code

Home Telephone Number: (      )      Cell Phone: (      )

E-Mail Address

Name of Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Occupation \_\_\_\_\_

Business Telephone: ( )

Father's Full Name: \_\_\_\_\_

First	Middle	Last

Father's Address: \_\_\_\_\_

Street	City	Zip Code
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Home Telephone Number: (       )                      Cell Phone: (       )

Name of Employer: \_\_\_\_\_

Occupation \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Business Telephone: ( )

## Miscellaneous

We would like to know a little bit about your child. Please answer the following few questions to help us know your child:

Child's Strong Points: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Child's Favorite Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Child's Nickname (if any): \_\_\_\_\_

Child's Siblings (Please state their names and ages): \_\_\_\_\_

\_\_\_\_\_

Is there any other information about your child you would like to share with us?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does your child have any allergies (if yes, please be specific): \_\_\_\_\_

\_\_\_\_\_

In an emergency, when parents are unavailable, who should be contacted?

Name: \_\_\_\_\_ Relation to Child: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No: (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Relation to Child: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No: (\_\_\_\_) \_\_\_\_\_

Name of Child's Doctor: \_\_\_\_\_

Doctor's Address: \_\_\_\_\_

Telephone number: (\_\_\_\_) \_\_\_\_\_

**The Following People May Transport My Child To And From School\*\***

Name: \_\_\_\_\_ Relation to Child: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No: (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Relation to Child: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No: (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Relation to Child: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No: (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Relation to Child: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No: (\_\_\_\_) \_\_\_\_\_

**\*\* A photograph and signature is required for each individual listed. (A copy of their driver's license is preferred). YOU MUST HAVE AT LEAST ONE PERSON LISTED FOR EMERGENCIES.**

This school is designed for the group care of children. It must be recognized that not every child is suited to this kind of care. Therefore, for the good of the greatest number of children served by the school, the school reserves the right to refuse service to any child deemed unsuitable for group care. All children are admitted on a trial basis, after which services may be refused in accordance with the foregoing statement. I understand that with each registration year, including renewals, we are committing to a ten month school year and that if we need to withdraw for any reason we are still required to pay the school year tuition unless an arrangement is made with the school.

I have read the above and I certify that I understand everything therein contained. I further certify that the information given in the "Registration Form" is true and correct.

PARENT OR GUARDIAN:

Signature: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

A COMPLETE EDUCATIONAL AND SOCIAL  
DEVELOPMENT PROGRAM

**SMART START PRESCHOOL**  
**786 River Road**  
**Fair Haven, NJ 07704**  
**(732) 530-3870**

**Eugene J. Trotta, M.A.T.**  
**Executive Director**

**Deborah A. Trotta**  
**Administrator**

I hereby give authorization for my child \_\_\_\_\_ to be taken to the doctor or hospital\* if in need of emergency medical treatment.

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

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

\* The nearest hospital to the Center is Riverview Medical Center, located at One Riverview Plaza, Red Bank, New Jersey 07701. Riverview Medical Center's telephone number is (732) 741-2700.

**INFORMATION REQUIRED FOR REGISTRATION:**

MOTHER'S SOCIAL SECURITY #: \_\_\_\_\_ - \_\_\_\_\_

FATHER'S SOCIAL SECURITY #: \_\_\_\_\_ - \_\_\_\_\_

# PARENT RECEIPT OF INFORMATION:

Please initial each:

\_\_\_\_\_ Information to Parents Document  
\_\_\_\_\_ Policy on the Release of Children  
\_\_\_\_\_ Positive Guidance and Discipline Policy  
\_\_\_\_\_ Policy on Methods of Parental Notification  
\_\_\_\_\_ Policy on Communicable Disease Management  
\_\_\_\_\_ Expulsion Policy  
\_\_\_\_\_ Policy on the Use of Technology and Social Media

*I acknowledge that I have read and received a copy of the information/policies listed above.*

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

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

## **INFORMATION TO PARENTS**

Under the 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 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 are 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 view a copy of the Manual of Requirements for Child Care Centers, on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmaual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, New Jersey 08625-0657.

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 also 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 the parent(s) to be responsible for your child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about dispensing medicine and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

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 OOL's Inspection /Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL'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 or you can review them online at <https://data.nj.gov/childcareexplorer>.

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 Bureau for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

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) 292-4605 (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, 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 <http://www.cpsc.gov/Recalls>). 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 Registry Hotline, Toll-Free at (877) NJ ABUSE/(877) 652-2873. 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](http://www.nj.gov/dcf) and select Publications.

OOL/INFORMATION TO PARENTS/APRIL 2017

### **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 center 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 center 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 center's daily closing, the center 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); and
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 center, the staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in the 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 center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE*

(1-877-652-2873) to seek assistance in the caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

OOL/POLICY ON THE RELEASE OF CHILDREN/APRIL 2017

## **POSITIVE GUIDANCE AND DISCIPLINE POLICY**

1. Statement of Philosophy: Smart Start Preschool believes that the goals of setting limits (discipline) are to help the children gain self-control, assume responsibility for their own acts, become aware of the rights of others, and to protect the safety of the group and individuals.

2. Staff Implementation: Discipline in our classrooms is the implementation of actions by the staff to guide and encourage respectful, cooperative, and safe behavior. Modeling behavior, using books and stories to demonstrate situations, involving children in the creation of understandable guidelines and rules for the classroom, and helping children to be aware of and understand consequences of certain behaviors are examples of discipline used in our classrooms. Staff members will help individual children develop self-control and assume responsibility for their actions. Discipline will be proportionate and logically related to a child's action, developmentally appropriate, designed for different ages, and responsive to the learning styles and needs of individual children. The staff will make the child aware of the relationship between the action and its consequences. Limits and consequences will be made clear and understandable to the child before and as part of any disciplinary action, and those limits and consequences will be consistently enforced. Discipline may include redirection into another activity, loss of privilege or activity in the area where misbehavior occurs, and firm, positive statements about acceptable and unacceptable behavior. When there is a specific plan for responding to a child's pattern of unacceptable behavior, all staff members who interact with the child will be aware of the plan and cooperate in its implementations. All staff members will have read and signed a copy of this Guidance and Discipline Policy at the time of employment.

3. Prohibited Behavior in All Child Care Settings by All Present on School Premises: The following are prohibited: corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching, and other measures intended to induce physical pain or fear; threatened or actual withdrawal of food, rest, or use of the bathroom; abusive or profane language; any form of public or private humiliation, including threats of physical punishment; and any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child.

### **POLICY ON METHODS OF PARENTAL NOTIFICATION**

In the event of injury, illness, evacuation, snow, or any other reason to notify you or your authorized person to take the child from the center, you will receive either a telephone call to your home or cell you listed on Page One of this Registration Form. You may also receive an email to the email address you have indicated on Page One of this Registration Form.

## POLICY ON THE USE OF TECHNOLOGY AND SOCIAL MEDIA

Background Social media such as Twitter, Facebook, Google+, YouTube and blogging represent a growing form of communication for not-for-profit organizations, allowing them to engage with the wider community more than ever before. However, it is also an area in which rules and boundaries are constantly being tested and we must be mindful of the effects of the use of social media on children and families within our preschool community, particularly in relation to privacy and confidentiality.

Smart Start Preschool is committed to maintaining the privacy and confidentiality of children attending the school, and the families of children who attend, as well as ensuring the online safety of children and families of children who attend the school.

Parents/guardians, other family members, or Smart Start Staff posting to social media:

- must ensure that children are not identifiable within photos or named in posts without written consent from each child's parent or guardian
- must ensure that, where photos are taken with intention of use for social media posts, that families of the children have consented to photos being taken
- should only make posts which are within the interests of Smart Start Preschool and which uphold the values of this policy.
- must ensure that only their child is included in photos or posts, unless consent is explicitly given by parents/guardians of other children for their child's photograph to be posted on social media.

By acknowledging receipt of this document, you are also granting your consent and acknowledging that your child may appear in certain pictures taken during the year which may be displayed at the school for your information and other families viewing at Smart Start Preschool. Immediate dismissal from Smart Start will occur if you post another child's picture on social media without their family's consent and they object to the picture. Immediate dismissal will also result in the forfeiture of any tuition paid.

## SUSPENSION POLICY

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from the center:

### Immediate Causes for Suspension

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 Suspension

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 Suspension

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 Suspension

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an Suspension. A Suspension action is meant to be a period 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 Suspension period and 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 Suspension 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.

### A Child Will Not Be Expelled If a Parent/Guardian:

Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.

Reported abuse or neglect 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 Suspension

Try to redirect child from negative behavior.

Reassess classroom environment, appropriate activities, supervision.

Always use positive methods and language while disciplining children.

Praise appropriate behaviors.

Consistently apply consequences for rules.

Give the child verbal warnings.

Give the child time to regain control.

Document the child's disruptive behavior and maintain confidentiality.

Give the parent/guardian written copies of the disruptive behaviors that might lead to expulsion.

Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.

Give the parent literature or other resources regarding methods of improving behavior.

Recommend an evaluation by professional consultation on premises.

Recommend an evaluation by local school district child study team.

## **POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES**

If a child exhibits any of the following symptoms, he/she should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and you will be called to take him/her home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin lesions that are weeping or bleeding
- Skin rashes in conjunction with fever or behavior changes
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department of Department of Health.

## **EXCLUDABLE COMMUNICABLE DISEASES**

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

**\*\*Note:** If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required. If a child or family member has tested positive for Covid-19, a quarantine period of 14 days is required. Please see the requirements of the CDC.

If your child is exposed to any excludable disease at the center, you will not notified in writing.

## **COMMUNICABLE DISEASE REPORTING GUIDELINES**

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).



**SMART START PRESCHOOL**  
**786 River Road**  
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**(732) 530-3870**

**Eugene J. Trotta, M.A.T.**  
**Executive Director**

**Deborah A. Trotta**  
**Administrator**

**WALKING TRIP PERMISSION FORM**

I give permission for my child \_\_\_\_\_  
to attend walking trips during the 2026 - 2027 school year on days where weather permits  
with Smart Start Preschool, 786 River Road, Fair Haven, New Jersey.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

**SMART START PRESCHOOL**  
**786 River Road**  
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**Deborah A. Trotta**  
**Administrator**

**TRANSPORTATION PERMISSION FORM**

I give permission for my child \_\_\_\_\_

to attend trips where my child will be driven in the Smart Start bus during the 2026 - 2027 school year, with Smart Start Preschool, 786 River Road, Fair Haven, New Jersey.

These trips may include a ride to the library, the Fair Haven Youth Center Field located on Cedar Avenue, Acme, and other local places.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_