



# CAMELOT SCHOOL

**31 Flower Hill Drive  
Pennington, NJ 08534**

Tel: (609) 737-4120

Email: [susan@camelotschool.net](mailto:susan@camelotschool.net)

Greetings from Camelot,

Rose and Gene Galli founded Camelot School in 1969. It continues to be a family run business that has a tradition of quality care and academic excellence. Camelot is located less than five minutes from the intersection of route 31 and I-295, off of Bull Run Road, convenient yet tucked away in a quiet, residential neighborhood. We are open year-round (except for the week before Labor Day) from 7:00am until 6:00pm and offer a full or part-time pre-school program for children ages two and a half to five years old. Our full-time program includes snacks and lunch and various special activities. We offer full and half-day programs with flexible scheduling from 3 to 5 days a week.

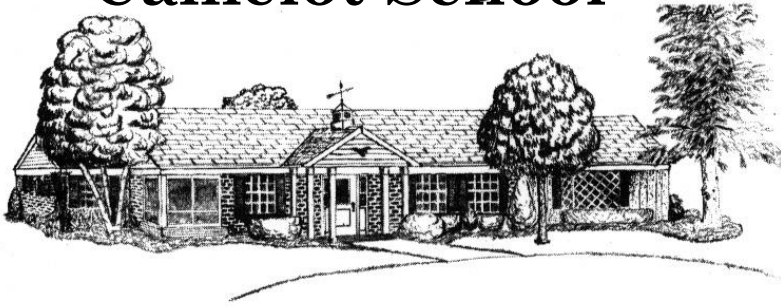
There are many reasons why Camelot has earned an outstanding reputation. We have an excellent facility, an exceptionally low staff turnover and a warm family atmosphere. Our teaching staff is our greatest asset; we have low staff turnover and our main teaching staff has been with us and average of 8 years. Our staff is often made up of former students and some of our staff have had children attend Camelot. Our staff works as a team and has created a nurturing and positive educational environment that is evident as soon as you walk in the door.

In addition to our academic program, we offer gymnastics, soccer, bike riding, t-ball, a music program and water activity during the summer. We involve the whole family with evening activities that include, a Halloween party, winter song sing-a-long, movie nights and an end of summer Hawaiian Luau. All of these extra activities are included in the monthly tuition fee. We are proud of what we have created at Camelot and look forward to the possibility of your child becoming one of our students.

Sincerely,

Susan Galli M.Ed.  
Director

# Camelot School



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## REGISTRATION FORM

Name of Child _____	Date of Birth _____
Address _____	
City/State _____	Zip _____
Main Phone _____	
Mother's Name _____	Cell Phone _____
Place of Business _____	Work Phone _____
Address _____	Email _____
Father's Name _____	Cell Phone _____
Place of Business _____	Work Phone _____
Address _____	Email _____
Physician or Pediatrician _____	Phone _____
Emergency Contacts if both parents are unavailable:	
Name _____	Phone _____
Name _____	Phone _____
Medical Concerns or Conditions? No ___ Yes ___ (Please check)	
If Yes, Explain _____	
Any Allergies? No ___ Yes ___ If Yes, List _____	
Date Starting School _____ Days Attending (indicate half or full day) _____	

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

I have received the DCF handouts: Initial \_\_\_\_\_ I have received the Tuition Agreement: Initial \_\_\_\_\_

**Please return this form with the \$75 Annual Registration Fee.** (Effective 1/15/21)

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## ADDITIONAL INFORMATION AND PERMISSION

### WALK PERMISSION

I hereby give my full permission for my child, \_\_\_\_\_ to  
Take a walk with the teacher in charge, outside of the school grounds, in the vicinity of the school, at the  
discretion of the teacher in charge.

### EMERGENCY TREATMENT

In case of emergency, I give my full permission that my child may be taken to the hospital for treatment.

Family Physician \_\_\_\_\_ Phone \_\_\_\_\_

In the event of an emergency and if our family doctor cannot be reached, I hereby give permission for the  
physicians at Ewing Medical Associates to treat my child.

Signature \_\_\_\_\_

### PICK-UP PERMISSION

The following people are permitted to pick up my child from school:

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*Picture identification will be requested if necessary*

### INSURANCE INFORMATION

In the event that your child should require emergency treatment, we must present the hospital with your medical  
insurance company's name and policy number.

Health insurance plan \_\_\_\_\_

Hospitalization ID number \_\_\_\_\_

Parent or Legal Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Tuition Payment Agreement 2023-2024 School Year

The monthly tuition for the 2023-2024 school year, which commences on September 1, 2023 and ends on August 31, 2024, is as follows:

	<b>Full Day:</b>	<b>Half-Day with Lunch:</b>	<b>Half-Day without Lunch:</b>
<b>5 Days</b>	1286	902	817
<b>4 Days</b>	1183	818	756
<b>3 Days</b>	970	677	631

**\*\*\* Although unlikely, we reserve the right to raise tuition during the school year. While we do our best to try to keep tuition as low as possible, unexpected changes in regulations and legislation may require us to adjust. Notice will be given in advance.**

Half Days are either morning or afternoon session. Pickup for the morning session without lunch is by 11:30am for children in the 3-year-old group and by 12:00pm for children in the 4-year-old group. Pickup for the morning session with lunch is immediately after your child's scheduled lunchtime. Drop off for the afternoon session is not to be before 2:00pm (see below under *Attendance and Pickup Times* for more detail).

### Extra Days and Time will be billed as follows:

\$88.00 Per Day

\$62.00 Per Half-Day with Lunch

\$57.00 Per Half-Day without Lunch

\$ 10.00 Extra Lunch (This also includes the extra time for lunch)

## TUITION

- In principle, we base the tuition upon the fact that we have made Camelot School available for your child for the attendance schedule that you reserved. As general principle, we do not bill hourly, daily, or weekly. The Extra Time billing, and other additional charges are in place to handle attendance or circumstances outside the scope of standard tuition and/or service.
- **Tuition is due the first day of the month that your child attends school.**
- **Tuition is monthly. We do not give credits for partial attendance during the month.** We, at our discretion, may consider reduced tuition if notice is given prior to the 15th of the preceding month. In this case, students will be billed at the Extra Time Rate and this will be due the first of the month. **The minimum monthly charge per child is \$250.** The minimum monthly charge is also used to hold the spot open during a temporary leave from Camelot.
- **If tuition is not received in full by the 5th of the month, we will impose a \$25 additional tuition fee.** This fee will be considered additional tuition for the month that the tuition is due. Checks that are post-dated after the 5<sup>th</sup> of the month will be considered as late payments. Any payments that we cannot deposit by the 5<sup>th</sup> of the month will be considered late payment.
- Payments will automatically be applied to the oldest bills first.
- Past due tuition will incur a finance charge of 1.5% per month (18% Annual Percentage Rate).
- Returned checks will incur a \$30 fee. Any checks for which a stop payment is issued without due cause, we will levy a \$50 fee. **If we receive two (2) returned checks for payment of tuition for any reason, we will require that all future tuition is to be paid with certified check or money order.**
- There is a 10% discount for multiple children. All children must at least attend 3 Full Days or 3 Half Days in order to qualify for this discount. There is no discount for partial month attendance or Extra Time. We do not apply multiple discounts. We cannot apply the Multiple Child Discount to children that receive third party payments or subsidy payments.
- We discourage the payment of cash for the payment of tuition under most circumstances. We do accept money orders.
- **We have discontinued the Tuition Rate Lock.** Due to many recent regulatory changes and mandates that have had a major financial impact on Camelot, and given the atmosphere in the State of New Jersey that leads us to anticipate additional regulatory changes on an on-going and continual basis, we can no longer rely on the stability of our expenses to the point that it would allow us to guarantee a tuition rate lock for the entirety of your child's attendance at Camelot.
- **If you plan to permanently or temporarily withdraw from Camelot, we require that notice be given by the 15<sup>th</sup> of the preceding month.** Under no circumstance will credit towards tuition be given if a child begins a month and withdraws without prior notice.
- **It is very unlikely, but, in the event of unforeseen and unusual circumstances we reserve the right to raise tuition as necessary during the school year.**

## ATTENDANCE AND PICKUP TIMES

- **All adults MUST sign their child(ren) in and out of school. This is in accordance with DYFS regulation. \*\*\* *This has been suspended under COVID regulations.***
- We cannot swap days for part-time attendees. If you need your child to attend on a non-scheduled day, please verify with us beforehand that it is okay. **This will be billed as extra time. There are no exceptions to this policy.**
- Children must be picked up by 6:00pm. For time after 6:00, we will charge \$15 for up to the first 5 minutes and \$1.00 per minute thereafter. This is used to directly reimburse our staff.
- Half Days are either morning or afternoon session. Pickup for the morning session without lunch is by 11:30am for children in the 3-year old group and by 12:00pm for children in the 4-year old group. Pickup for the morning session with lunch is immediately after your child's scheduled lunchtime. In the event a 3-year old child has a 4-year old sibling, they both may be picked up in accordance with the 4-year old pickup time. If your child is picked up late for the morning session, it will be billed as extra time; the billing rate is \$4.00 for every 15-minute increment, with a maximum amount set at \$57 (extra half-day without lunch). If lunch has to be provided for a late morning pickup, the maximum will then be \$62 (extra half-day with lunch). Drop off for the afternoon session is not to be before 2:00pm. If you need your child to attend beyond the standard half-day hours on a regular basis, it needs to be discussed beforehand and then put in written form; there will be an additional monthly tuition charge for any extra time.
- If you need to change your child's schedule, you must notify us in writing (email is acceptable and preferred) by the 15<sup>th</sup> of the preceding month. You will be given a new tuition invoice, for your review, which will reflect the change.

## LEGAL RESPONSIBILITY

- In the event that you are in default in the payment of any tuition and we are compelled to enforce our rights in any Court, you agree to be responsible for our reasonable attorney's fees and all other litigation related expenses.
- We are not bound by any Court Order, Judgment, or Agreement, between persons responsible for the tuition of any child.
- **Expulsion Policy:** We reserve the right to expel a child from Camelot School in the event of continual and habitual non-payment of tuition. We also reserve the right to expel a child from Camelot School if the child continually presents a danger to themselves or others and we feel that it is not in our control to properly manage such behavior. Additionally, if a family member or person associated with a child that attends Camelot is considered to pose a threat to the safety of staff or children of Camelot School, or unduly impacts Camelot School in a negative manner as to disrupt the normal operations of Camelot School, we reserve the right to expel the child or children in order to distance Camelot School from any possible harm. Every matter that may result in expulsion will be dealt with on an individual, case-by-case basis.

## MODIFICATIONS

- **All arrangements that do not conform to the standard for attendance or payment of tuition must be in written form.**
- All inquiries regarding modifications to the standard monthly attendance must be directed to David Galli, Business Manager of Camelot School.
- If you would like further explanation of our policies, please refer all questions to David Galli ([david.galli@camelotschool.net](mailto:david.galli@camelotschool.net)), Business Manager of Camelot School.

## MISCELLANEOUS

- There is a **\$75 Annual Registration Fee**. This fee is not refundable. It needs to be paid upon initial registration and returned with your Registration Form. All registration fees expire on August 31<sup>st</sup>, the end of our school year. For current enrollees, the Annual Registration Fee is due by September 1<sup>st</sup> of every year that your child(ren) attend(s) Camelot School.
- **We will not allow daily drop-ins at the Extra Time Rate for Summer 2023** (July and August), unless your child is attending for the full month and needs to attend additional days.
- **We will be closed Monday, August 28, 2023 through and including September 4, 2022** for maintenance and renovation. We will reopen on September 5, 2022. Camelot has always closed the week prior to Labor Day in order to perform repairs and maintenance that cannot be done while children are present.
- Upon request, we will provide receipts for tuition or other payments. The preferred delivery method is via e-mail.

*Please sign and return the last page.*

**Tuition Payment Agreement**  
**2023-2024 School Year**

**SIGNATURES**

By your signing this agreement, you acknowledge the following:

- a. You have fully read and understand the terms of this agreement;
- b. The terms and provisions of this document have been fully explained to you to your satisfaction.
- c. That you have the ability to and will fully and completely comply with this agreement; and
- d. You have been given a copy of this agreement.

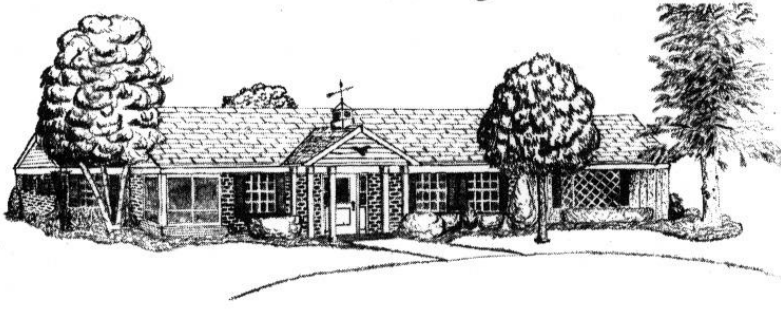
Name of Child(ren): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## CAMELOT SCHOOL POLICIES AND PROCEDURES

### FEES AND ATTENDANCE

- All tuition fees are due on the 1<sup>st</sup> school day of each month. It is acceptable to remit payment on the first day of the month that your child begins attending school. Checks may be mailed to Camelot School, 31 Flower Hill Drive, Pennington, NJ 08534. Checks may also be placed in the tuition bin located on the shelf above the sign-in sheet or in the drop box by the front door. Cash payments are not accepted for tuition. If you require a receipt for tax purposes, please make a note for our bookkeeper at the time of payment. **Please refer to our Tuition Payment Agreement for a comprehensive explanation of our policy.**
- If you wish to take a full month off and retain your child's place, please notify Susan Galli in advance.
- Parents of part time students who wish to change their scheduled days must notify Susan Galli, in writing, at least 15 days in advance of the intended change. Swapping days due to illness, vacation or missed sessions is not allowed as it can disrupt teacher student ratios.
- PLEASE REFER TO OUR TUITION PAYMENT AGREEMENT FOR A DETAILED EXPLANATION OF TUITION AND ATTENDANCE POLICIES.

### ABSENCES AND ILLNESS

- In the event your child will be absent from school, please notify us at (609) 737-4120 by 8:30 a.m. on the day of their absence. After an absence, your child should bring a note stating the reason for the absence.
- Please notify us immediately if your child contracts a contagious disease. Children with any contagious diseases should not attend school and a Doctor's note is required on their return.
- Children must be fever free and have not vomited or had diarrhea for at least twenty-four hours before they return to school.
- We will administer medicine, except cough drops, to students as required. The medicine chart located directly above the sign-in sheet, must be filled in completely and the medication given to the teacher by the parent when the child is signed in. We will not administer medicine unless it is in the manufacturer's container, with ingredients and possible side effects included. We will comply with the recommended dosage as listed on the label.
- Any reported contagious illnesses would be posted on the front door.

### SCHOOL CLOSINGS AND HOLIDAYS

- In case of inclement weather and we need to close Camelot, or delay opening, you will be notified by Camelot ClassTag and other social media.
- You will receive a listing of all school holidays at the beginning of the year. We will also post a reminder of holiday closings on the front door.

### SAFETY

- Please TURN OFF your car when you escort your child into the building. If you plan on spending an extended period of time in the school, please park at the end or side of the street.
- It is very important that you obey all traffic rules and speed limits when driving in the Flower Hill development.

- Children will not be allowed on the playground unless they have the appropriate footwear. Sneakers or sturdy shoes with rubber soles are acceptable; any shoes with open toes, and slippery soles, clog or sandal styles are not appropriate.

#### **WHAT YOUR CHILD NEEDS WHILE AT SCHOOL**

- All clothing should be labeled. A spare outfit, including socks, underwear and a complete outfit should be placed in a paper grocery bag marked with your child's name on the outside.
- Please provide a blanket with your child's name on it, for their naptime. Blankets, soft toys, pillows etc. should be placed on your child's cot when they arrive in the morning if they do not remain at the school. As we wash the sheets every week, all children's blankets are placed on a table in their classroom for them to take home on Fridays.
- During the summer session when the pool is open, please dress your child with their bathing suit under their clothing for their morning swim. Please place a pair of underwear and two towels in a plastic bag, with all items clearly labeled.
- In the summer, hats and sun lotion are encouraged sunglasses are not. In the winter mittens are much easier for the children to put on than gloves. If they bring waterproof outerwear and snow boots they will be allowed to play in the snow.
- Children who arrive at the school prior to 8:30 am may bring in breakfast, milk for their cereal is provided.

#### **RECOMMENDATIONS**

- Drop off your child by 8:45 am at the latest. It gives them time to settle in, play with their friends and get comfortable with their surroundings.
- A structured drop off ritual decreases a child's anxiety and eases adjustment. Routine and consistency is comforting to most children, especially in the morning.
- If you plan on picking your child up early **DO NOT LET THEM KNOW!** Children do not have a developed concept of time; they will have an unsettled day wondering when you are coming, and why you aren't there yet.
- Talk to the teachers if you have any questions or concerns, we are here to make your child's preschool experience as enjoyable and enriching as possible.

## **DEVELOPMENTAL OBJECTIVES FOR CHILDREN ATTENDING CAMELOT SCHOOL AT THREE YEARS OF AGE**

The following are the objectives for the academic year that the daily, weekly and monthly lesson plans are based on. These core objectives are developmentally appropriate for the average three to four-year-old. Regular staff meetings are held during the year to discuss if the objectives are being met and changes to the lesson plans are implemented if necessary. Discussions are also held to develop alternative activities and strategies if any individual falls outside the normal range of development during the year. The objectives are subdivided into three areas, cognitive, social and motor skill development.

### COGNITIVE DEVELOPMENT

Demonstrate the ability to recognize the child's first name in print.

Correctly identify at least ten letters of the alphabet in print.

Correctly identify at least five shapes.

Correctly identify at least seven colors

Recite in correct sequence the numbers one to ten

Correctly separate out five objects from a larger group of objects that are all similar in size shape and color.

Recite the seven days of the week in the correct sequence beginning with Sunday.

Demonstrate the ability to place in correct categories objects of similar size (large versus small), similar type (such as birds versus fish) similar color and similar use (things used in the kitchen versus things used in the garden).

Answer basic questions regarding the content of a story read to them demonstrating an understanding of the plot, characters and story line.

Demonstrate successfully the ability to complete a task with three concurrent directions given at the start of the activity.

The method for fostering the cognitive development of each child is through weekly thematic presentation of concepts during project and circle time. Each theme offers the opportunity to promote numeracy and literacy learning in a varied way to engage the child. Daily calendar, weather review, and alphabet flash card review offer the necessary repetition to foster cognitive development of basic skills.

The method for determining if the desired objectives have been achieved is through tests using flash cards and student/teacher interviews. A standard test is given at the beginning of the year and at the end of the school year to each student for comparison. Results are then presented to the child's parent or guardian at the end of year parent teacher conferences. Any irregularities in cognitive development are brought to the attention of the parents immediately.

### SOCIAL DEVELOPMENT

Demonstrate pro-social behavior including the ability to share, take turns, forgive, apologize and show consideration for others feelings.

Use good manners on a regular basis without prompting. The proper etiquette to include, saying please thank you, and excuse me.

To play cooperatively in both small group and large group activities, behavior should include; taking turns, sharing, participation in dialogue and the ability to participate during "free" play time with others beyond parallel play.

Demonstrate the foundations of the necessary skills to manage aggression, anger and frustration.

The method for promoting positive social development of the children in the class is through positive reinforcement of proper behavior, verbal reminders of good social behavior, teachers setting a good example of behavior and reading stories, doing activities and initiating discussions that touch on the concepts of prosocial behavior.

The method for testing if the objectives are being met is through observation of general class behavior and constructing situations that can be monitored to record the specific social interactions. Summaries as to each student's social development are included in the final school report. Any irregularities in a child's social development are brought to the attention of the parents immediately.

#### FINE AND GROSS MOTOR SKILL DEVELOPMENT

Perform fine motor skill activities with proper technique and accuracy including, using pencils, scissors, glue bottles, paint brushes and project materials

Demonstrate proficiency in using small manipulatives including counting beads and disks, threading cards, magnets, Lego and building blocks.

Use the computer mouse correctly to execute simple computer activities.

Perform gross motor skill activities including throwing and catching a soft rubber ball, jumping on two feet forward and backward, walking on a balance beam and galloping.

Demonstrate the necessary coordination to clap in time to simple music, kick a ball, and hop on one foot.

The method for gross motor skill development is through both structured physical activities and unstructured playtime in the gym and playground. The method for fine motor skill development is through performance of a variety of projects in the daily curriculum that utilize materials including scissors, paint, glue pencils and crayons. During directed class time play, a variety of small manipulatives are made available for the children to work with.

The method for testing the effectiveness of the curriculum in reaching the desired objectives is through collecting and comparing samples of work completed throughout the year and end of year worksheets and skills tests that demonstrate the abilities and accuracy of the child in task performance.

By assessing each student at the beginning and end of year we are able to provide parents with detailed information regarding their child's progress, areas of strengths and areas requiring further development. Detailed information is vital when making decisions pertaining to the child's transition to pre-kindergarten, the possible need for any early intervention and most importantly, insuring we are engaging and challenging each child so that they may develop to their full potential.

## **DEVELOPMENTAL OBJECTIVES FOR CHILDREN ATTENDING CAMELOT SCHOOL FOUR TO FIVE YEARS OLD**

The following are the objectives for the academic year that the daily, weekly and monthly lesson plans are based on. These core objectives are developmentally appropriate for four to five year old children and include the basic skills necessary for a successful transition into kindergarten. Regular staff meetings are held during the year to discuss if the objectives are being met and changes to the lesson plans are implemented if necessary. Discussions are also held to develop alternative activities and strategies if any individual falls outside the normal range of development during the year. The objectives are subdivided into three areas, cognitive, social and motor skill development.

### COGNITIVE DEVELOPMENT

- The child demonstrates the ability to write their first and last name in print, using correct technique in letter formation and without aids such as highlighters, or their name printed out for them to copy from.
- The child is able to recite his or her own address and telephone number.
- The child can correctly identify all of the letters in the alphabet in print (shown non-sequentially).
- Correctly identify at least seven shapes.
- Correctly identify at least ten colors
- Recite in correct sequence the numbers one to fifty
- Demonstrate the ability to count up to and down from twelve and understand the concepts of subsets, addition and subtraction of single objects from the total.
- Name the four seasons and identify at least two characteristics of each season.
- Answer basic questions regarding the content of a story read to them demonstrating an understanding of the plot, characters and story line.
- Demonstrate successfully the ability to follow multiple directions for task completion and perform the necessary prerequisites (such as writing their names at the top of the page and getting the necessary supplies) without direction.
- Demonstrate the ability to place in the correct sequence routine events depicted in four picture story lines.
- Show the pre-literacy skills of sounding out words by letter, recognizing the first letter in a word by sound and utilizing the beginning principles of phonics.

The method for fostering the cognitive development of each child is through weekly thematic presentation of concepts, letters and numbers during project, skill enrichment and circle time. Each theme offers the opportunity to promote numeracy and literacy learning in a varied way to engage the child. Daily calendar, weather review, worksheets, computer time, number and alphabet flash cards and games offer the necessary repetition to foster cognitive development of basic skills.

The method for determining if the desired objectives have been achieved is through tests using flash cards and student/teacher interviews. A standard test is given at the beginning of the year and at the end of the school year to each student for comparison. Results are then presented to the child's parent or guardian at end of year parent teacher conferences. Any irregularities in cognitive development are brought to the attention of the parents immediately.

## SOCIAL DEVELOPMENT

- Demonstrate prosocial behavior including the ability to share, take turns, forgive, apologize and show consideration for others feelings.
- Use good manners on a regular basis without prompting. The proper etiquette to include, saying please thank you, and excuse me.
- To play cooperatively in both small group and large group activities, behavior should include; taking turns, sharing, participation in dialogue and the ability to participate during “free” play time with others beyond parallel play.
- Demonstrate the foundations of the necessary skills to manage aggression, anger and frustration.

The method for promoting positive social development of the children in the class is through positive reinforcement of proper behavior, verbal reminders of good social behavior, teachers setting a good example of behavior and reading stories, doing activities and initiating discussions that touch on the concepts of prosocial behavior.

The method for testing if the objectives are being met is through observation of general class behavior and constructing situations that can be monitored to record the specific social interactions. Summaries as to each student’s social development are included in the final school report. Any irregularities in a child’s social development are brought to the attention of the parents immediately.

## FINE AND GROSS MOTOR SKILL DEVELOPMENT

- Perform fine motor skill activities with proper technique and accuracy including, using pencils, scissors, glue bottles, paint brushes and project materials
- Demonstrate proficiency in using small manipulatives including counting beads and disks, threading cards, magnets, Lego and building blocks.
- Use the computer mouse correctly to execute simple computer activities.
- Perform gross motor skill activities including throwing and catching a soft rubber ball, jumping on two feet forward and backward, hopping, walking on a balance beam, skipping and galloping.
- Demonstrate confidence in performing the basic gross and fine motor skills necessary in every day living.

The method for gross motor skill development is through both structured physical activities and unstructured playtime in the gym and playground. The method for fine motor skill development is through performance of a variety of projects in the daily curriculum that utilize materials including scissors, paint, glue pencils and crayons. During directed class time play, a variety of small manipulatives are made available for the children to work with.

The method for testing is through collecting and comparing samples of work completed throughout the year. End of year worksheets and skill tests demonstrate the abilities and accuracy of the child in task performance. Any irregularities in gross or fine motor skill development are brought to the attention of the parents immediately.

By assessing each student at the beginning and end of year we are able to provide parents with detailed information regarding their child’s progress, areas of strengths and areas requiring further development. Detailed information is vital when making decisions pertaining to the child’s transition to kindergarten, the possible need for any early intervention and most importantly, insuring we are engaging and challenging each child so that they may develop to their full potential.

# UNIVERSAL CHILD HEALTH RECORD

American Academy of Pediatrics  
New Jersey Chapter

Endorsed by:  
New Jersey Department of  
Health and Senior Services

New Jersey Academy of  
Family Physicians

SECTION I - TO BE COMPLETED BY PARENT(S)		
Child's Name (Last)	(First)	Date of Birth  / /
Parent/Guardian Name	Home Telephone Number	Work Telephone/Cell Phone Number
Parent/Guardian Name	Home Telephone Number	Work Telephone/Cell Phone Number
<b>I give my consent for my child's Health Care Provider and Child Care Provider/School Nurse to discuss the information on this form.</b>		
Signature/Date	This form may be released to WIC. <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II - TO BE COMPLETED BY HEALTH CARE PROVIDER		
Date of Physical Examination:	Results of physical examination normal? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Abnormalities Noted:	Weight (must be taken within 30 days for WIC)	
	Height (must be taken within 30 days for WIC)	
	Head Circumference (if <2 Years)	
	Blood Pressure (if ≥3 Years)	

<b>IMMUNIZATIONS</b>	<input type="checkbox"/> Immunization Record Attached <input type="checkbox"/> Date Next Immunization Due: _____
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MEDICAL CONDITIONS		
Chronic Medical Conditions/Related Surgeries • List medical conditions/ongoing surgical concerns:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Medications/Treatments • List medications/treatments:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Limitations to Physical Activity • List limitations/special considerations:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Special Equipment Needs • List items necessary for daily activities	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Allergies/Sensitivities • List allergies:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Special Diet/Vitamin & Mineral Supplements • List dietary specifications:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Behavioral Issues/Mental Health Diagnosis • List behavioral/mental health issues/concerns:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Emergency Plans • List emergency plan that might be needed and the sign/symptoms to watch for:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments

PREVENTIVE HEALTH SCREENINGS					
Type Screening	Date Performed	Record Value	Type Screening	Date Performed	Note if Abnormal
Hgb/Hct			Hearing		
Lead: <input type="checkbox"/> Capillary <input type="checkbox"/> Venous			Vision		
TB (mm of Induration)			Dental		
Other:			Developmental		
Other:			Scoliosis		

Name of Health Care Provider (Print)	Health Care Provider Stamp:
Signature/Date	

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. 3A:52)**, 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 and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member'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 (OOL), 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 view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.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, 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 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 view them online at [https://data.nj.gov/childcare\\_explorer](https://data.nj.gov/childcare_explorer).

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 OOL 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 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 <https://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 Central 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.state.nj.us/dcf/](http://www.state.nj.us/dcf/).

## 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 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 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).

# Policy on the Management of Communicable Diseases

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

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- 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 or 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 is exposed to any excludable disease at the center, parents will be 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).

## **CAMELOT SCHOOL EXPULSION POLICY**

Unfortunately, there are reasons that 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 gives clarification to the Expulsion Policy clause in our Tuition Payment Agreement and gives further explanation as to why we would have to expel a child from this center and how we would go about doing so:

### **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.
- Verbal abuse to other parents.

### **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.
- Is continually at risk of causing harm to themselves, other children, or staff.

### **SCHEDULE OF EXPULSION:**

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 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 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 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). If the actions of the parent or child are of a severe enough nature,

expulsion must be immediate. Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

**A PARENT/GUARDIAN WILL NOT HAVE THEIR CHILD EXPELLED SOLELY FOR:**

- Making a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reporting abuse or neglect occurring at the center.
- Questioning the center regarding policies and procedures.

**PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:**

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of 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 behavior 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 of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.
- Recommend an evaluation by local school district study team.

# Camelot School

## Policy on the Use of Technology and Social Media

Camelot uses the following social media/networking and website

[www.camelotschool.net](http://www.camelotschool.net)

Facebook:

Camelot Preschool (open for current and former students)

Camelot School Daily News (private group for current students only)

### USE OF TECHNOLOGY AND SOCIAL MEDIA POLICY

#### FOR PARENTS AND TEACHERS

Daily updates will be made by Camelot staff on the closed Facebook group Camelot School Daily News with information about the day's activities, lunch menu, reminders and upcoming events.

Monthly newsletters detailing the upcoming months activities, lunch menu, any holiday closings, and lesson plans will be emailed to all Camelot families and posted on the Camelot website each month.

Posting of photographs or videos of children at Camelot or on a Camelot School trip, other than your own, on any website, social media/ networking group or site is prohibited with the exception of the Camelot School Daily News Facebook closed group.

Reposting, sharing or in any way making public videos or photographs posted on the closed Camelot School Daily News Facebook group to anyone outside of the group is prohibited.

Parents and staff will be given prior notification of any photographs or videos to be used by Camelot in any form of social media/networking/printed media or website other than posts to the closed Facebook group. Parents or staff members will be given a prescribed period to request they or their child be excluded from the photograph or video before publication.

Posting of private or sensitive company, staff or prior staff, and/or enrolled or previously enrolled children/family information is prohibited.

Staff/Parent communication should be done through the Camelot School email server. Each head teacher has a dedicated Camelot School email address.

Cell phones/laptops and computers are not to be used by staff while supervising children.

# Camelot School

## Parent Receipt of Information Acknowledgement

- Information to Parents Document (DCF)
- Policy on the Release of Children (DCF)
- Policy on Communicable Disease Management (DCF)
- Expulsion Policy (Camelot: Handout and Tuition Payment Agreement)
- Policy on the Use of Technology and Social Media

I have read and received a copy of the information and policies listed above.

Child(ren)'s Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*