

Calvary Baptist Community Center, Inc.

575 East 18th Street – Paterson, NJ 07514

(973) 278-4130

PRESCHOOL REGISTRATION

To Parents,

Thank you for your interest in Calvary Baptist Preschool. Beginning with the registration form, complete all application sheets, and have your child's doctor fill out, sign and stamp the medical forms. Then return the **completed application** to us, with an **updated copy of the immunization record**.

You will be contacted for enrollment. Bring your child in with you for an interview to complete the enrollment process.

The following is an abbreviated summary of our general rules which should provide you and your child with a smooth transition into our pre school program.

1. Children should arrive by 8:10 a.m. No child will be admitted after 8:20 a.m. without notification from the office. The Early Childhood Program of the Paterson Public School System starts at 8:10 a.m. If your child comes in at 8:30 a.m. he/she will miss 20 minutes of learning time.
2. **NO ONE** under the age of **18** will be allowed to pick up a child from the Center.
3. On the first day your child must be brought into the center at 8:10 a.m. (not earlier) to meet his/her teacher and get settled into a class.
4. Your child must have a complete change of clothing labeled with his/her names. All sweaters and jackets must also be labeled. Each child will be given a name tag. All name tags must be returned to the center every day.
5. School is open from 7:00 a.m. to 5:00 p.m. for those participating in the Wrap-Around Program. Failure to pick up your child on time will necessitate a late fee.
6. Breakfast is served between 8:10 a.m. – 8:30 a.m. Lunch at 11:30 a.m. and PM Snack at 1:40 p.m. Please do not send snack/food unless informed to do so. Inappropriate snacks brought in will be returned to your child at the end of the day.
7. All Field Trips are planned by the school.
8. We must have at least three (3) telephone numbers where someone can be reached for your child at **ALL** times for **EMERGENCIES**.
9. **IF YOUR CHILD GOES HOME WITH A FEVER, VOMITING OR A RASH OR IS ABSENT FOR THREE DAYS OR MORE YOU MUST BRING IN A DOCTOR'S NOTE WITH YOUR CHILD UPON RETURN TO SCHOOL.**
10. As part of our program, we have regular parent/teacher conferences scheduled where you can discuss your child's development and progress. You may call for an appointment with your child's teacher.