



The Drop In Center at CCNS

WELCOME LETTER

Dear Parents;

Welcome to the Drop In Center at Christ Church Nursery School! Our Drop In Center is open weekdays from 8:00am – 4:00pm. Within these hours, you can choose to have your children here for just a few hours, or all day long, as needed (two hour minimum, please). Many families use Drop In to extend their children's nursery school day or to add an extra day when their children are not in the nursery school. We accept children from ages 6 months to 6 years old into our two mixed-age classrooms (one for younger children, one for older children). As in the nursery school, Drop In is staffed by a certified, experienced teacher and trained teacher assistants and encourages learning through play. We support children's growth and development by providing carefully planned experiences while following a predictable, age-appropriate, structured schedule.

We run our calendar in accordance with the Millburn Public Schools for most holidays and recesses. Please note that Drop In space is limited. Permanent and occasional spots are available and an annual registration fee of \$75 is required for every child not enrolled in the nursery school. Due to how our software calculates fees, we will be charging \$14.04 per hour for the first child and \$10.08 per hour for the second child attending at the same time.

NEW THIS YEAR: Drop In will offer early arrival and after care from 7:30am – 8:00am and 4:00pm – 4:30pm **with 24 hours advance notice.** You will be billed \$7.00 for each scheduled early arrival or after care session: pro-rating is not available. No shows for early arrival and after care will be charged \$7.00.

Included in this packet you will find the following forms:

- Emergency Contact Form*
- Universal Health Record* (attach immunizations, including annual flu vaccine)
Due to the presence of children under 12 months in Drop In, we cannot accept any children in Drop In who are not immunized.
- Drop In Daily Procedures
- School Calendar and Discipline Policy
- Three NJ State Required Forms (for your information, only)

***Prior to your children's first day in Drop In, please fully complete and submit the Emergency Contact Form, the Universal Health Record and \$75 registration fee. After submission, please contact the main office at (973) 379-6549, ext. 1 or email us at dropinregistrar@verizon.net to make a reservation. Children will attend Drop In for an hour on the first visit, without their parent or caregiver, and increase their time as they adjust.**

Starting a new school is a big adjustment for all of us! As parents, you will adjust to the hustle and bustle and rhythm of a group setting. Your children will adjust to separating from you, meeting new teachers, new friends and learning routines. It certainly will not be without its challenges! Please remember to be patient. It may take time, but you and your children will soon feel very comfortable in this new setting. If you are very matter of fact about coming to the center, your child will follow your lead. If you are confident and positive, they will be too! Remember, you are your children's role model.

We look forward to sharing a positive and productive time with your children. Open and ongoing communication is essential; therefore, we invite you to please contact us with any questions.

Sincerely,

Barbara Pepe
Director

Jennifer McGregor
Assistant Director

Colleen Grazioso
Finance Manager