



# The Drop In Center at CCNS

## DAILY PROCEDURES

Welcome! We have listed a few reminders and suggestions here that will help your child adjust more readily. Our center is open daily from 8:00am – 4:00pm Monday through Friday, following the CCNS calendar (see attached). Early arrival and after care are available from 7:30am – 8:00am and 4:00pm – 4:30pm **with 24 hours advance notice.**

Please be reminded that center space is limited. Permanent and occasional spots are available. An annual registration fee of \$75 is required. Due to how our software calculates fees, we will be charging \$14.04 an hour for the first child and \$10.08 an hour for the second child attending at the same time (2 hour minimum, please). 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.

Call us in advance at 973 379-6549 x1 to make the necessary arrangements or email us at: [dropinregistrar@verizon.net](mailto:dropinregistrar@verizon.net). **Monthly statements are emailed on the first business day of the following month and should be settled by the 15<sup>th</sup> of each month.** Please notify us of any cancellations prior to your child's scheduled arrival time to give other children the opportunity to join us.

To help the day run smoothly, please keep the following in mind:

- ✓ Be sure your child has a healthy breakfast in the morning before arriving.
- ✓ Bring a labeled bag daily for your child with a complete change of clothes, a sippy cup and diapers.
- ✓ Until children are ready to eat regular meals and snacks, they will be offered formula, breast milk and/or solid food on an individual basis following a written plan provided by parents. All children under 18 months must have an updated written plan for the teachers to follow.
- ✓ Name tags are posted in the hallway; please bring your child's tag in and out with you when you attend.
- ✓ You will be given access to the Smartcare app which will allow you to check your child in and out
- ✓ A morning and an afternoon snack will be provided by the center.
- ✓ To help lunch run smoothly, please pick up or drop off your child before 12:00 or after 12:30. A child arriving after 12:30 must have had his/her lunch.
- ✓ A child attending for lunch will need to bring a complete lunch from home, clearly labeled, including a drink. **Lunch should come prepared, ready to eat.** NUT-FREE, please!
- ✓ Warmed food should be sent in a thermos. Glass containers are not allowed in the center.
- ✓ A child attending a full day may bring a **labeled sheet and blanket** for rest. Children 12 months and younger are prohibited from using blankets, pillows, soft bedding or bumper pads.
- ✓ Children are allowed to bring pacifiers to Drop In, but please note that they are prohibited from walking and crawling while using a pacifier and cannot use a pacifier with straps or other types of attachment for sleeping.
- ✓ Be sure that both the staff and your child know what time you plan to return.
- ✓ Submit a written note if someone else is picking up your child.
- ✓ Your prompt arrival for pick-up is required.
- ✓ A \$1.00 per min. late fee will be incurred after 4:00pm, if you have not previously scheduled after care.
- ✓ Please park on the left side of East Lane, ONLY and return to your car promptly, as parking spaces are extremely limited. CCNS dismissal times (11:30, 12:00, 1:00 & 2:30) are particularly challenging.
- ✓ Please keep your child home if he/she are ill. (Please review illness policy in the parent handbook).

**A child must be symptom-free for a 24-hour period before returning to school.**

PLEASE BE SURE TO CALL US AT 973-379-6549 IF YOUR CHILD WILL NOT BE ATTENDING DROP IN ON HIS/HER SCHEDULED DAY OR IN CASE OF INCLEMENT WEATHER FOR SCHOOL CLOSING INFO.

**We thank you in advance for your cooperation in these matters.  
Please do not hesitate to contact us with any questions or concerns.**