



# 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 95, off of Bull Run Road, convenient yet tucked away in a quiet, residential neighborhood. We are open year round from 7:00am until 6:00pm and offer a full or part-time pre-school and kindergarten program for children ages two and a half to six years old. Our full time program is \$1,000.00 per month including snacks and lunch. We offer full and half-day programs with flexible scheduling from 3 to 5 days a week. Discount tuition payment plans are also available for all students.

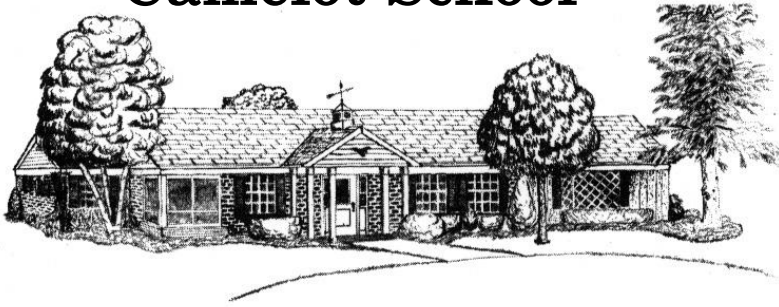
There are many reasons why Camelot has earned an outstanding reputation. We have an excellent facility, an exceptionally low staff turnover and a warm family atmosphere. Our teaching staff is our greatest asset; the average teacher has been working at the school for 8 years with no changes to our full time teaching staff for the last 5 years. Currently, one of our staff members is a former student and two staff members have had their own children attend the school. 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 a large summer wading pool. 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



**Susan Galli - Director**  
31 Flower Hill Drive  
Pennington, New Jersey 08534  
Tel: 609-737-4120  
Email: [susan@camelotschool.net](mailto:susan@camelotschool.net)  
[www.camelotschool.net](http://www.camelotschool.net)

## REGISTRATION FORM

Name of Child _____	Date of Birth _____
Address _____	
City/State _____	Zip _____
Home Phone _____	
_____	
Mother's Name _____	Work Phone _____
Place of Business _____	Other Phone _____
Address _____	Email _____
_____	
Father's Name _____	Work Phone _____
Place of Business _____	Other 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 handout: Initial \_\_\_\_\_ I have received the Tuition Agreement: Initial \_\_\_\_\_

**Please return this form with the \$75 Annual Registration Fee. (Effective 5/15/11)**

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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 2016-2017 School Year

The monthly tuition for the 2016-2017 school year, which commences on September 1, 2016 and ends on August 31, 2017, is as follows:

	<b>Full Day:</b>	<b>Half-Day with Lunch:</b>	<b>Half-Day without Lunch:</b>
<b>5 Days</b>	1000.00	701.00	635.00
<b>4 Days</b>	920.00	636.00	588.00
<b>3 Days</b>	720.00	504.00	468.00

Half Days are either morning or afternoon session. Pickup for the morning session without lunch is by 11:45am for children in the 3-year-old group and by 12:15pm 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:

\$65.00 Per Day

\$45.00 Per Half-Day with Lunch

\$41.00 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. In 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 \$195.**
- **If tuition is not received in full by the 10th 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 10<sup>th</sup> of the month will be considered as late payments. Any payments that we cannot deposit by the 10<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 15% 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 do not accept cash for tuition payment under any circumstance. We do accept money orders.
- We reserve the right to increase the monthly tuition during the course of the school year. This would only be done due to an unusual increase in our expenses due to factors such as, but not limited to, mandatory compliance to upcoming regulations, or insurance premium increases. In the event that we have to increase tuition, you will be given the specifics on why we have to increase the monthly tuition. We will give at least 45 days notice in the event that we need to increase the monthly tuition. **NOTE: For children who are signed up for the 2016-1 school year, the tuition rate is locked in for as long as that child stays enrolled. This tuition rate guarantee will extend into every school year that child attends.**

## ATTENDANCE AND PICKUP TIMES

- **All adults MUST sign their child(ren) in and out of school. This is in accordance with DYFS regulation.**
- 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.**
- Children must be picked up by 6:00pm. For time after 6:00, we will charge \$10 for up to the first 5 minutes and \$0.50 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 11:45am for children in the 3-year old group and by 12:15pm 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 \$3.00 for every 15-minute increment, with a maximum amount set at \$30 (extra half-day without lunch). If lunch has to be provided for a late morning pickup, the maximum will then be \$31 (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, we reserve the right to expel the child 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 2017** (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, 2017 through and including September 4, 2017** for maintenance and renovation. We will reopen on September 5, 2017.
- 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

## 2016-2017 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, please log in to our website at [www.camelotschool.net](http://www.camelotschool.net). We will also have a message on the answering machine at the school.
- 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. 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, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

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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 [www.state.nj.us/dcf/providers/licensing/laws/index.html](http://www.state.nj.us/dcf/providers/licensing/laws/index.html) 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 issued 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.



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 <http://www.cpsc.gov/en/Recalls/Recalls-by-Product/?productId=68364>. 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/) and select Publications.

OOL1/22/2016

# Camelot School

## “Early Bird” Discount Form

**There will be no raise in tuition for the 2016-2017 school year**, which runs from September 1<sup>st</sup>, 2016 through August 31<sup>st</sup>, 2017. Furthermore, your child will be guaranteed the same tuition rate that was in effect when your child began attending Camelot, for as long as your child stays enrolled.

**We are also continuing the “Early Bird” Discount, which is a 10% discount off the standard tuition.** In order to receive this discount, you must comply with the parameters set forth below. Please read them carefully. We feel that this is a very generous discount so please do not put us in the uncomfortable position to deny the 10% discount because of non-compliance.

- The first and last month’s tuition must be paid by September 1<sup>st</sup> or the first month your child begins attending Camelot. The last month’s tuition will be applied towards the last month your child will attend Camelot in the 2016-2016 school year. For example, if you have signed up for 5 Full Days, on September 1<sup>st</sup> you would owe \$1000 for September, plus \$1000 for let’s say June, minus the 10% discount, which would equal **\$1800**. In the event that the last month tuition deposit is applied to a month other than the last month attended, the 10% discount is no longer valid. \_\_\_\_\_ Initial
- Tuition must be in Camelot’s possession by the 1<sup>st</sup> of the month. Postmarks are not valid. There are no exceptions. To reiterate, the tuition must be in our possession by the end of 1<sup>st</sup> day of the month regardless of whether or not your child attends that day, or whether it is a Saturday or Sunday. If the tuition is not received by the 1<sup>st</sup> day of the month, the 10% discount will not be allowed for that month. \_\_\_\_\_ Initial
- The 10% discount cannot be combined with any other discount. \_\_\_\_\_ Initial
- Extra Time charges are not discountable. \_\_\_\_\_ Initial
- In the event that there is repeated non-compliance with the Discount Agreement, Camelot reserves the right to discontinue the discount for that customer. The deposit will be applied towards any current balance and full tuition will be expected for the current month and all months thereafter. \_\_\_\_\_ Initial

Parent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ (Please Print Name)

*Please retain a copy for yourself.*