

COMMUNITY PRESCHOOL

"Where learning through play is serious business"



SUMMER 2025



Sonya Leingang, Director



*Community Preschool is sponsored by
Community United Methodist Church of Roselle Park, NJ*

Established 1965

301 Chestnut Street, Roselle Park, New Jersey 07204

Email: Director@RPCommunityPreschool.com

Website: www.RPCommunityPreschool.com

Telephone: 908-245-8651

REGISTRATION REQUIREMENTS:

Children are grouped in 2 separate classes depending on their age and independence level.

Your child must be at least 2 years old and not older than 5 years old by June 24, 2025 to register for our Summer Fun Program Session 1.

All children 3 years and older must be toilet trained and able to toilet themselves with minimal to no assistance. No pull-ups allowed.

WHAT DO I NEED TO REGISTER MY CHILD?

1. A completed and signed Registration Form
(scan the QR code for access to the forms)
2. A check payable to *Community Preschool* including:
 - *Administration Fee (\$60.00)
 - *Supplies Fee (\$40.00)
 - *Security Deposit Paid by June 1, equal to 1 session

**Please note: admin. fee, supplies fee, and security deposit are non-refundable.*

3. UNIVERSAL HEALTH RECORD:

An ANNUAL Universal Health Record is due each year your child is enrolled at CPS. This form must be completed by your child's physician and returned by June 1, **PRIOR to his/her first day of school.**

4. IMMUNIZATION RECORD:

Each child must have had the immunizations required by the New Jersey State Department of Health. A copy of ALL records and #5 & 6 **must be given to the office by June 1, PRIOR to his/her first day of school.**

5. The Safer Practice Policy completed and signed
6. The Parent Information Checklist completed and signed

Documents which need a doctor's signature may be handed at a later time but must be handed before the child may attend school.

Fees and Financial Arrangements

<u>FEES</u>	<u>AMOUNTS</u>
*Annual Administration Due at registration	\$60 (*Non-refundable)
*Security Deposit Due June 1 st	One full session tuition (*Non-refundable)
*Supplies Fee Due at registration	\$40 (*Non-refundable)
**CURRENT STUDENTS	\$100 deposit which will go toward the June 1st payment
Tuition	Tuition for Session 1 is due in full by June 1 and Session 2 is due in full by July 1
Late Tuition Fee	\$50 late fee will be applied to your balance if payment is received 1-5 days after the due date.
Returned Check Fee	\$30 will be applied to your account for any returned check plus late fees if applicable.
Late Pick Up Fee	A late pick up fee of \$1 per minute will be charged to your account when picking up your child after dismissal time.



*The school reserves the right to cancel a class with insufficient enrollment.
In this case, the registration fee and deposit will be refunded.*

ABOUT COMMUNITY PRESCHOOL:

Community Preschool is a Christian Preschool for children ages two through five, sponsored by the Community United Methodist Church of Roselle Park. The Preschool was established in 1965 and opened with a small group of just 18 children and continues to grow.

We provide a Christian atmosphere, and children of all faiths and of all communities are welcome to attend.

For many children, Preschool is a child's first experience away from home and family. Our goal is to provide a loving and caring environment which encourages physical, emotional, social, and intellectual development for kindergarten readiness.

FACILITY:

Classes are held on the first floor of the education building of the church. The single door nearest the parking lot on East Grant Avenue is used as the entrance to the school office.

STATE LICENSING:

Community Preschool is fully licensed by the State of New Jersey's Department of Children and Families and complies with its policies and regulations.

STAFF:

The staff includes a state certified Director, certified and experienced Group/Lead Teachers, and caring Assistant Teachers for each class. Staff members are certified in CPR and First Aid and undergo anywhere from 12 to 20 hours of additional training each year.

We take pride in our family atmosphere, low adult to child ratios in our classrooms, our wonderful staff, and our fun and educational curriculum based on learning through play.

OUR PROGRAM:

The Summer Fun program runs from late June through mid-August. The schedule includes; circle time, arts and crafts, music, stories, snack time, group games, directed learning activities, and free play experiences both indoors and outdoors.

Children will enjoy various water activities and outdoor play in our fenced-in playground which includes a sandbox, playhouses, a seesaw, outdoor blocks, basketball hoop, and our beloved caterpillar tunnel. We are fortunate to also have a blacktop area where children have the option of riding one of our many tricycles and wagons, playing with bubbles or chalk and so much more. At times, we may also attend story time at the Gazebo or the library lawn.

During inclement weather, an indoor room is available for large muscle activities with scooters, gymnastic mats, ball play, parachute activities, to name a few.

FULL DAY STUDENTS:

Students attending the full day session must bring both a morning and an afternoon snack, as well as a lunch from home. A nap/rest period is scheduled after lunch. All children must bring a sleeping/nap bag in an identified duffel bag.

DROP OFF / PICK UP:

For everyone's safety, doors to the building remain locked. You will be notified of the drop off/pick up door for your child's class before the first day of Summer Fun. Children are to be brought to their classroom door at drop off. You are responsible for your child until he/she is welcomed to the classroom by his/her teacher. Parents must answer a health screening questionnaire and take their child's temperature before entering.

Children will ONLY be released to their parents or to the authorized adults listed as Emergency Contacts. If your child will be picked up by someone other than those on that list, you must notify the office or teacher prior to pick-up time, and a picture ID must be shown to the teacher before your child can be released with this person.

SNACKS AND LUNCH:

Please send healthy foods and drinks with your child for a snack and lunch (*chips, chocolate and other snacks deemed unhealthy will be sent back home*). An ice pack is required when sending perishable foods like dairy products or meat.

CLOTHING:

Children are to arrive already in their bathing suit under a cover up or a shirt and closed toe water shoes (NO CROCS or open-toe sandals). Each day, everyone must bring a clearly identified towel and apply sunscreen prior to coming to school. Hats are welcome as long as they are well identified.

For logistic reasons, full day students are the only ones we change into dry clothes before they rest. You may choose to bring dry clothes and change your child at pick up.

Toddlers who are not yet potty trained must wear a REGULAR diaper - no swimming diaper please. They will be changed into a dry diaper after water play time.

TUITION REFUND:

There are no refunds or substitution of days/weeks for illness or family vacations, and missed days cannot be prorated or accumulated and used at a later time. **Administration fee, security deposit, and tuition are non-refundable under any circumstances including covid related closure.**

PAYMENT OPTION:

Parents may choose to make their tuition payment online, via Zelle at rpepsbilling@gmail.com or by check to *Community Preschool*.

Summer Fun Program Tuition Fees

	2s & 3s		PK 4	
Per 4-week session:	Half Days	Full Days	Half Days	Full Days
2 days/week	\$270	\$500	\$255	\$485
3 days/week	\$355	\$650	\$340	\$625
5 days/week	\$485	\$925	\$475	\$915
Pick your week(s)	\$140	\$270	\$130	\$260
Yearly registration fee	\$60	\$60	\$60	\$60
Yearly supplies fee	\$40	\$40	\$40	\$40

	Half Days			FULL Days		
	2 days	3 days	5 days	2 days	3 days	5 days
Session 1: June 23 – July 18 (4th of July closed)						
Session 2: July 21–August 15						
Week 1: 6/23 - 6/27						
Week 2: 6/30 - 7/4 (4th closed)						
Week 3: 7/7 - 7/11						
Week 4: 7/14 - 7/18						
Week 5: 7/21 - 7/25						
Week 6: 7/28 - 8/1						
Week 7: 8/4 - 8/8						
Week 8: 8/11 - 8/15						