# Kradle 2 Kindergarten/SACC Program

**1131 Greenwood Lake Tpk Ringwood NJ 07456**

**verne@kradle2kindergarten.com**

**www.kradle2kindergarten.com**

## School Year Contract

**1st Child's Name:** (last) _____ (first) _____ DOB: _____ Age: _____

Address: _____ Phone: _____

School: _____ Grade Entering in September:_____

Health Problems: _____

Allergies: _____

Medications: _____

Food Restrictions: _____

**2nd Child's Name:** (last) _____ (first) _____ DOB: _____ Age: _____

Address: _____ Phone: _____

School: _____ Grade Entering in September:_____

Health Problems: _____

Allergies: _____

Medications: _____

Food Restrictions: _____

**3rd Child's Name:** (last) _____ (first) _____ DOB: _____ Age: _____

Address: _____ Phone: _____

School: _____ Grade Entering in September:_____

Health Problems: _____

Allergies: _____

Medications: _____

Food Restrictions:_____

ALL REQUIRED

BEFORE CARE MON [] TUES [] WED [] THURS [] FRI []

AFTER CARE MON [] TUES [] WED [] THURS [] FRI []

**Mother's Name:** _____

**Address (if different from above)**

_____

**Email Address**_____

**Work:**_____

**Work Address:**_____

**Work Phone:**_____

**Cell Phone:** _____

**Father's Name:** _____

**Address (if different from above)**

_____

**Email Address**_____

**Work:**_____

**Work Address:**_____

**Work Phone:**_____

**Cell Phone:** _____

(if applicable) Name of Custodial Parent(s):_____

Mother and Father are both authorized to pick up child. ❒ YES ❒ NO

- If non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child, attach copy of appropriate documents (Court Order).

I agree to all the conditions set forth within this Enrollment Application Packet, and agree to pay the monthly tuition of_____plus the $12 per month technology fee, and a $75 per child or $100 per family. If a program withdraw or modification to my child's schedule is needed, it must be submitted in writing, 30 days prior to the month of withdrawl/moification.

Print Name of Parent/Guardian Signature of Parent/Guardian Date

_____

**1131 Greenwood Lake Tpk Ringwood NJ 07456**
**E-Mail: verne@kradle2kindergarten.com • Website: www.kradle2kindergarten.com**
**Phone (973) 728-8100**

In consideration of my child(ren)'s participation in the Kradle 2 Kindergarten SACC Program, I agree to the following terms and conditions:

1. All SACC programs operate in accordance with the Ringwood Board of Education school calendar. The tuition is based on a 181 school day year; therefore, each month's bill is the same amount September through June. Refunds will not be given for absences within a given month.

2. **PAYMENT IS DUE ON THE 20th OF EACH MONTH. IF PAYMENT IS RECEIVED AFTER THE 25TH OF THE MONTH IT WILL BE CONSIDERED LATE, (EXCEPT IN JUNE, TUITION WILL BE CONSIDERED LATE IF NOT RECEIVED ON THE 1ST, AND A CHARGE OF $25.00 WILL BE INCURRED). IF TUITION IS NOT PAID BY THE 6TH OF THE MONTH WITH THE LATE FEE, YOUR CHILD(REN) CANNOT RETURN TO THE PROGRAM UNTIL PAID. FOR EVERY WEEK YOUR CHILD(REN) IS OUT, AN ADDITIONAL $10.00 WILL BE ADDED TO THE TUITION.**

   **ONE FULL MONTH'S NOTIFICATION OF WITHDRAWAL FROM SACC IS REQUIRED AND MUST BE GIVEN ON THE 1ST OF THE MONTH PRECEEDING WITHDRAWAL.**

   Tuition may be paid by Credit Card through the secure Parent Portal, or by check and mailed to or dropped off at: Kradle 2 Kindergarten 1131 Greenwood Lake Tpk Ringwood NJ 07456

   **A $75 per child or $100 per family, non-refundable deposit is required at time of registration.**
   **If your child(ren) is going to be absent from the program, please call K2K at 973-728-8100 1 hour before their scheduled drop-off.**

3. The Kradle 2 Kindergarten SACC Before Care Program will be held at the following sites: Robert Erskine School, Peter Cooper School, and Hewitt School. It is the responsibility of the Parent/Guardian to walk their child(ren) to the entrance of the SACC program in the AM and drop off to a K2K SACC Staff member.

4. The Kradle 2 Kindergarten SACC Program will be held free and harmless from any and all injuries occurring to my child(ren), except as to such injuries that directly result from acts of negligence on the part of the Kradle 2 Kindergarten SACC program.

5. I give permission for publication of any photographs that shall occasionally be taken for the K2K website, newspapers or other publications.

6. The Kradle 2 Kindergarten SACC Program reserves the right to cancel any of it's activities at it's discretion.

7. The sites for the K2K SACC After Care Program are Robert Erskine School, and Peter Cooper School. I agree to pick up my child(ren) by 6:00 PM. I understand that it is my responsibility to provide alternative arrangements if I am unavailable to pick up my child(ren). I will refer to K2K SACC's Policy on lateness for procedures and fees regarding pick-ups after 6:00 PM.

8. I will personally pick up my child(ren) from the After School Program, except when I have authorized alternative arrangements. Authorized people must be 18 years of age or older.

9. I acknowledged the receipt of Homework Policy, Disciplinary Policy, Lateness Policy, Release of Children Policy and Parent/Children Responsibilities Document, Communicable Disease Policy, and Expulsion Policy.

10. In the event of late tuition payment, failure to pay tuition, repeated late pick-ups, or inappropriate behavior, the Kradle 2 Kindergarten School Age Child Care Program reserves the right to remove your child from the Program.

11. I have read this Contract and accept the terms and conditions as stated. I understand that failure to comply with the terms and conditions of this Contract may result in dismissal from the Program.

12. There will be no after care on days that the Public Schools have a half day schedule, and no before care when the Public Schools have a delayed opening.

_____

Print Name of Parent/Guardian  Signature of Parent/Guardian  Date

## ACTIVITY PERMISSION:

Child(ren) that attend the program will not be permitted to leave the program for any reason unless they have written permission from a Parent/Guardian.

_____

Print Name of Parent/Guardian  Signature of Parent/Guardian  Date

## AUTHORIZED PICK UP INFORMATION:

Below are authorized people for pick-up of the child(ren) in addition to the Mother, Father or Legal Guardian: (Two Names Required)

Name_____Relationship_____ Phone_____

Address _____

Name_____Relationship_____ Phone_____

Address _____

_____

Print Name of Parent/Guardian  Signature of Parent/Guardian  Date

## IMPORTANT NOTIFICATIONS:

**It should be noted that in case of an emergency evacuation of the school building your child(ren) will be transported by School Bus to a safe/secure location. You will be notified by phone of where your child(ren) should be picked up in the event an emergency occurs.**

_____

Print Name of Parent/Guardian  Signature of Parent/Guardian  Date

## AUTHORIZED FOR EMERGENCY CARE:

Physician's Name_____ Phone_____

Address_____

**By my signature, I attest to the following:**

- All of the above information is correct.
- I hereby authorize emergency medical care for my child during attendance at Kradle 2 Kindergarten SACC Program, if treatment is required.
- I authorize the administering of anesthetics and other procedures deemed necessary by the attending physician.
- I have received a copy of the written guidelines to facilitate program operation and discipline policy.
- My child is in good health and has no restrictions.

_____

Print Name of Parent/Guardian  Signature of Parent/Guardian  Date

## KRADLE 2 KINDERGARTEN SACC TUITION POLICY

An annual registration fee of $75/Child $100/Family(2 or more children), Is **DUE JULY 20TH, 2026** along with **SEPT TUITION FOR THE 2026-2027 SCHOOL YEAR**. Tuition is due on the **20th** of each month for the following month. It is your responsibility to remit payment to:

**Kradle 2 Kindergarten 1131 Greenwood Lake Tpk, Ringwood N.J., 07456.**

**You may also sign up for Autopay through Brightwheel. Credit/Debit card, ACH payments will be processed on the 20th of every month.**

**Regardless of a child's illness, vacation, changes in schedule, or any absences due to school activities orotherwise, the full monthly tuition payment is due. For your convenience we accept Visa, MasterCard and American Express. A $12 technology fee will be charged to all accounts. To set up automatic monthly payment, please visit www.mybrightwheel.com for information or call Verne at (973) 728-8100 for more information. Credit cards are billed on the first of every month.**

**Drop-ins are available at the rate of $55/day for before care, and $75/day for after care. Drop-ins must be scheduled at least 24 hrs in advance and are on a first come fist serve basis**

### MONTHLY TUITION SCHEDULE

| # Of Days | 7:00 AM | # Of Days | 6:00 PM | COMBO |
|---|---|---|---|---|
| | | | | |
| 3 | $162.00 | 3 | $242.00 | $323.00 |
| 4 | $226.00 | 4 | $338.00 | $451.00 |
| 5 | $290.00 | 5 | $434.00 | $579.00 |

The above rates are **MONTHLY**. Tuition is based on a **181-DAY SCHOOL YEAR**.
Therefore, each month's bill is the **SAME** amount
September through May, and due the 20th of every month.
**WITH THE EXCEPTION OF JUNE WHEN TUITION WILL BE DUE ON THE 1st AND IF PAID ANYTIME AFTER THAT WILL BE CONSIDERED LATE**

### OTHER PAYMENT INFORMATION

Tuition received after the 25th of the month is considered LATE and a charge of $25.00 will be incurred.
**If tuition is not paid by the 26th of the month along with the late fee, your child(ren) CANNOT return to the program. For every week your child(ren) is out, an additinal $10.00 will be added to the monthly tuition.**

A Returned Check fee of $25.00 **(must repay tuition & fee by credit card or cash ONLY)** will be charged for any check returned for any reason.

**ANYONE WISHING TO WITHDRAW FROM PROGRAM OR MODIFY THEIR SCHEDULE IN ANY WAY, MUST GIVE A 30-DAY WRITTEN NOTICE PRIOR TO THE 1st OF THE MONTH PRECEEDING WITHDRAWAL OR MODIFICATION.**

# Kradle 2 Kindergaten/SACC Program

**1131 Greenwood Lake Tpk Ringwood NJ 07456**
**E-Mail: verne.k2knj@gmail.com • Website: www.kradle2kindergarten.com**
**Phone (973) 728-8100**

Dear Parent/Guardian:

In keeping with New Jersey's child care center licensing requirements, we are obliged to provide you, as the parent of a child enrolled at our center, with this informational statement.

The statement highlights, among other things: your right to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's DHS Child Abuse/Neglect Hotline Toll Free at:
1-877-NJ ABUSE(1-877-652-2873).

Please read this statement carefully and, if you have any questions, feel free to contact me at 973-728-8100.

Sincerely,

Verne Taukus
Administrative Director

## Please complete and return this portion to the center. (Please print)

**Name of Child:** _____

**Name of Parent:** _____

**I have read and received a copy of the Information to Parents document prepared by the Office of Licensing Child Care & Youth Residential Licensing in the Department of Human Services.**

_____

Print Name of Parent/Guardian  Signature of Parent/Guardian  Date

**KRADLE 2 KINDERGARTEN SACC DISCIPLINARY POLICY**

Children who know what is expected of them will likely be more responsible to rules. Behavior that is destructive to oneself or to others will not be tolerated in our program.

The following policy will be utilized when deemed necessary. However, each individual case will be reviewed and acted upon individually.

**Any student involved in a fight or who is disrespectful to any teacher or person will be automatically suspended from K2K SACC FOR ONE WEEK(NOT INCLUDING WEEKENDS) BEGINNING THE DAY AFTER THE INCIDENT OCCURS**

**BITING POLICY: Any child who bites another child or staff member will be automatically suspended from the program for one week – no refund will be given**

# NO ELECTRONICS OF ANY KIND ARE PERMITTED IN THE KRADLE 2 KINDERGARTEN SACC PROGRAM.

## DISCIPLINARY STEPS

When inappropriate behavior occurs, the child will be given a verbal warning at the first occurrence, however the **incident will be documented on a incident referral form, which the parent will be required to sign.** The child will be redirected to another activity and/or removed from a situation where conflict exists.

**Depending on the severity of the "incident" it will be decided by the Site Director if the write-up will be considered as an "incident" or "disciplinary". The parent/guardian will be notified at pickup.**

**In the event that inappropriate behavior continues to exist, the following actions will be taken**

- Inappropriate behavior will be documented on an incident or disciplinary referral form. Discussion will take place between the Parent/Guardian and the Program Supervisor(s). The Parent/Guardian will be required to sign the form.

- If a child accumulates a total of three (3) disciplinary referrals; including all programs attending, the Parent/Guardian will be asked to keep the child home for one (1) week. **No refund will be given.**

- If a serious conflict still exists and a fourth disciplinary referral is written, the child's enrollment in the SACC Program will be **terminated without a refund**.

**REMINDER**:
**Please inform the staff if your child is having a problem with another child. We also ask that you remind your child to notify a staff member if an incident occurs so it can be dealt with immediately. We ask that you do not deal with any incident between children on your own. We appreciate your cooperation.**

Revised 01/2026

**KRADLE 2 KINDERGARTEN SACC HOMEWORK POLICY**

The Kradle 2 Kindergarten SACC Program realizes the importance that homework plays in the education of children. we have developed a K2K SACC Homework policy.

The K2K SACC Program agrees that homework is an integral part of classroom activity and therefore, the children enrolled in K2K SACC After care will have the opportunity to do their homework during their time at K2K SACC.

The children will have the opportunity to do their homework for approximately 45 minutes to one hour, Monday through Friday. The children will be supervised at all times by a staff member in an atmosphere conducive to doing homework.

Staff members will be available to guide the children.

**Homework will NOT be done for the children, nor will individual tutoring be available**

If you have any special concerns regarding homework for your child(ren), please speak to a staff member. We have many children a day doing homework and we cannot allow the staff members to spend time with your child(ren) on an individual basis. The K2K SACC staff are not responsible for making sure the homework is correct and/or complete. It is the child(ren)'s responsibility to have the necessary materials needed to complete assignment, i.e. pencils, pens, crayons, scissors, graph paper, etc. These items will not be provided. We ask parents/guardians to help their child(ren) be prepared. They will not be able to complete assignments without the proper tools. We will do our best to help your child(ren) assume a willing responsibility for completion of their homework, which is an extension of their classroom learning.

**Children need quiet and must be able to concentrate during homework time. It may become necessary to institute a discipline policy for the homework segment of K2K SACC. If any child is not doing his/her homework and has become disruptive in the homework area, they will be asked to leave and resume another activity. A verbal warning will be given and the parent/guardian will be notified The child will be allowed back into the homework area the following day. If a second offense occurs, the child will be asked to leave the homework area, a written notice will be given to the parent/guardian. The child(ren) will be allowed to return to the homework area the following day. If a third offense occurs, the child WILL NOT be allowed in the homework area for the balance of the year.**

## KRADLE 2 KINDERGARTEN SACC POLICY ON LATENESS

**The K2K SACC Program understands that situations may occur that will cause a Parent/Guardian to pick up their child late. Therefore, the SACC Program has adopted the following Policy on Lateness.**

The After Care Program closes promptly at 6:00PM. Pick-up time is 6:00PM. On those rare occasions if you are anticipating being delayed, please make arrangements for a person on your Alternate Pick-Up form to pick up your child. If a child is not picked up by 6:00PM, the Child Care Program must be contacted by phone. Staff will attempt to contact parents, and alternate pick-ups if necessary for children that remain at the program until after 6:00PM. There will be a $15 late charge for children picked up between 6:00-6:30PM. After 6:30PM, the late fee is $1 per minute. In the event that a child remains in the After Care Program for one hour (7:00PM) after closing and staff has not spoken directly to a parent or alternate pick-up who is on the way, staff will call DYFS 24-hour hotline to seek assistance in caring for the child until the parent (or alternate pick-up) can pick up the child.

**THE FOLLOWING PROCEDURES WILL APPLY FOR ALL LATE PICK-UPS.**

| | |
|---|---|
| **Late 1** | **A fee of $15.00 for the first 30 minutes and $1.00 for each additional minutes until 1 hour after scheduled pick-up time when the appropriste people will be contacted.** |
| **Late 2** | **A fee of $25.00 for the first 15 minutes and $25.00 for each additional fifteen minutes or any part thereof.** |
| **Late 3** | **In addition to the $25.00 fee, the child will be suspended from the program for 1 week.** |
| **Late 4** | **The child's enrollment in the SACC Program will be terminated without a refund.** |

**ALL LATE FEES MUST BE PAID IN FULL BY THE FOLLOWING DAY OR YOUR CHILD WILL NOT BE PERMITTED TO RETURN TO ANY SACC PROGRAM.**

**<u>Reminder</u>-your child will only be released to those people specifically named on your authorized pick up list, unless we are notified to the contrary.**

**The Staff appreciates your cooperation and consideration regarding this matter**

Revised 01/2026

# KRADLE 2 KINDERGARTEN SACC EXPULSION POLICY

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from this center:

**Parental Actions For Child Expulsion**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Physical or verbal abuse to staff.
- Other (explain)_____

**Child's Actions For Expulsion**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (explain)_____

**Proactive Actions That Will Be Taken In Order To Prevent Expulsion**

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- A brief time-out will be given so child can regain control.
- Child may lose certain privileges. (explain)_____.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff, and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent/guardian will be given literature or other resources regarding methods of improving behavior.

- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local district child study team.

**Schedule of Expulsion**

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.

- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent/guardian to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent/guardian an adequate amount of time to seek alternate child care (approximately one to two weeks notice depending on the risk to other children's welfare or safety).
- Failure of the child/parent to satisfy terms of the plan may result in permanent expulsion from the center.

**A Child Will Not Be Expelled** If a child's parent/guardian:

1. Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements (1-877-667-9845)
2. Reported abuse or neglect occurring at the center. (1-800-215-6853 or 1-800-792-8610 (after 5 p.m.)
3. Questioned the center regarding policies and procedures. Without giving the parent/guardian an adequate amount of time to make other child care arrangements.

## KRADLE 2 KINDERGARTEN SACC POLICY ON COMMUNICABLE DISEASE

The state requires each center to have a written policy on the management of communicable diseases. No child or staff member with an excludable communicable disease can be admitted to or remain at the center. The following is a list of Excludable Communicable Diseases designated by the State of New Jersey, Department of Licensing:

### Table of Excludable Communicable Diseases

| Respiratory Illness | Gastrointestinal Illness | Contact Illness |
|---|---|---|
| Chicken Pox German | Giardia Lamblia* | Impetigo |
| Measles* Mumps* | Hepatitis A* | Lice |
| Strep Throat* Tuberculosis* | Salmonella* | Scabies |
| Whooping Cough* | Shingella* | |
| Homophiles Influenza* | E-Coli* | |

* Reportable diseases as specified in N.J.A.C. 10:122-7 10(a)

If a child contracts any of the above diseases , please report it to us immediately. The child may not return to school without a doctor's note stating that the child presents no health risk to him/herself or others.

If there is an outbreak of any excludable disease at our center, each parent whose child may have been exposed to the disease will get a written notice of the outbreak.

If a child or staff member has contracted the chicken pox, the center needs a note from the parent or the staff member stating at least 6 days have elapsed since the onset of the rash.

# KRADLE 2 KINDERGARTEN SCHOOL AGE CHILD CARE(SACC)

# GUIDELINES TO FACILITATE PROGRAM OPERATION

## PARENTS/GUARDIANS RESPONSIBILITIES:

Parents/Guardians are responsible to do the following:

1. Be respectful of all Staff members and if there is an issue which needs to be discussed with a Staff member it must be directed to the **Supervisor** on duty and not in front of other children. **If a parent is disrespectful or abusive to any staff member, the Administration has the right to remove their child from the Kradle 2 Kindergarten SACC program –.no refund will be given**

2. **Notify Kradle 2 Kindergarten SACC Office if their child(ren) are out sick and will not be attending the program, NO LATER THEN 2:00PM FOR THE AFTER CARE PROGRAM AND AT LEAST 1 HR PRIOR TO SCHEDULED ARRIVAL FOR THE BEFORE CARE PROGRAM ON THE DAY OF THE ABSENCE**

3. Observe the rules of the Kradle 2 Kindergarten School Age Child Care Program.

4. Listen to concerns that staff members have about their child's behavior and to work through an agreeable solution to any problem that may occur.

5. Know the discipline procedures of the Program.

6. Replace any equipment that their child is responsible for misusing.

7. Comply with program sign-in and sign-out procedures. If picking your child(ren) up early from their respective school, you must sign them out
   All Kradle 2 Kindergarten SACC enrollees will be dismissed to the designated area in their respective school.

8. **Notify Kradle 2 Kindergarten SACC of withdrawal from program AT LEAST ONE MONTH IN ADVANCE AND IN WRITING.**

9. Pay tuition on time.

10. **Keep all records up-to-date with regard to phone numbers, address, authorized pickup information.**

11. Pick up child(ren) on time.

# KRADLE 2 KINDERGARTEN SCHOOL AGE CHILD CARE(SACC)

# GUIDELINES TO FACILITATE PROGRAM OPERATION

## CHILD RESPONSIBILITIES

Children need to be responsible for the following:

1. To respect all staff members, as well as other children.
   If a child is continually disrespectful to any staff member, the Program Supervisor and/or the Program Director or Administrative Director reserves the right to remove the child from the program, either by a suspension or final termination.

2. To learn to take the consequences for their own actions.

3. For respecting the rules that guide them during the Kradle 2 Kindergarten SACC day and for controlling their feelings so that their actions to do not harm anyone in the program.

4. For not willfully destructing or harming any equipment or property in the building or anyone else's while they are in the program.

5. For sharing equipment and facilities with all children in the program.

6. For remaining with a staff member at all times and notifying them if they need to go to another area.

7. For respecting the rules of the Kradle 2 Kindergarten SACC Program.

8. For dressing appropriately for indoor and outdoor play.

9. For returning materials and equipment to the place they found them before taking out a new activity.

10. For carrying out an activity that they committed themselves to perform.

If any or all of the above responsibilities are consistently disobeyed, and the disciplinary policy is not followed, the administration has the right to remove this child from the program and no refund will be given.

# NOTICE TO ALL
# PARENTS/GUARDIANS

JUST A REMINDER, ACCORDING TO YOUR SIGNED CONTRACT……

**A 30-DAY WRITTEN NOTICE OF WITHDRAWAL OR SCHEDULE MODIFICATION FROM THE BEFORE AND/OR AFTER SCHOOL PROGRAM(S) IS REQUIRED**

**Example:** If you want to withdraw/modify your child or their schedule on November 1st, you must notify us in writing prior to October 1st and pay for the month of October.

If you have any questions, please let us know.
There will be **NO EXCEPTIONS TO THIS POLICY**

Revised 01/2026