



Admission Application



Mission Statement

At Steps to Success, we aim to promote our innovative and unique programs that strive to develop the highest quality preschool for your children. Our goal is to educate and engage our students in a loving and nurturing environment and to embody excellence in education as they move into the next level of schooling. We aim to accomplish this through fostering purposeful interaction between students as well as teachers. We facilitate experiential development through a creative multi-sensory program and put this knowledge into practice in authentic, real-life situations.

Your Child * Our Program * Their Success





Application for Admission

Child's Name: _____

Sex: _____ Date of Birth: _____

Toilet Trained: ☐ YES ☐ NO Scheduled Start Date: ____/____/____

Form of Deposit: ☐ Cash ☐ Credit Card ☐ Check

	Parent	Parent
Name:		
Home Address:		
City, State, Zip Code:		
Phone #:		
Cell #:		
*** <u>Email:</u>		
*Emergency Pick Up Name/Information: Phone #:		

** In case of emergency, the above individual is authorized by the parent(s) to pick up a child.
The authorized individual MUST show I.D. prior to child being released.*

Medical / Allergy Information

List All Allergies Below:	List Any Pertinent Medical Conditions:

How did you learn about Steps to Success?

Google

Facebook

Instagram

Family Friend - Name: _____

Live Locally

Other

Please list the 3 most important qualities you look for in a day care center:

1.

2.

3.

Has your child attended daycare?

Yes

No

What type of environment do you think is best suited to support your child's growth?



Program Agreement Form

I, _____, parent/guardian of _____,
agree to pay \$_____ for my child's attendance at Steps To Success Daycare facility.

***** I also understand that any deposits given to secure my child(ren)'s seat is non-refundable unless a 3 month notice prior to the start date is provided to Steps To Success. Furthermore, should I decide to postpone my child's start date, I understand and acknowledge that a onetime allowance is permitted for a postponement and should we decide not to attend after the postponement is granted, our deposit is relinquished immediately as the 3 month notice policy will NOT apply (the 3 month refund policy ONLY applies to the initial start date selected).**

Payment is due by the 5th of each month or I am liable for \$30.00 late fee. I understand that my child is permitted ONE (1) Vacation Week Credit (vacation time is considered 5 consecutive days and **MAY** include when Steps to Success is closed and non-operational for holidays or emergency closures) per year at no charge to me. In furtherance, I understand that my child is entitled to TWO (2) Sick Week Credits (5 consecutive school/OPERATIONAL days) per year for which I will be responsible for 50% of the tuition for that week ONLY. My year commences from the date that my child begins attending Steps to Success and will be construed as my official enrollment. I am aware that I may NOT rollover any unused sick / vacation days/credits into the following attending year. I am also aware that any credit for vacation or sick time is limited to ONLY ONE (1) week maximum per month. Sick / Vacation time is considered 5 consecutive days when Steps To Success is open and operational; hence, this excludes emergency closures. I am also aware that any credit for vacation or sick time is limited to ONLY ONE (1) week maximum per month.

Furthermore, if we are closed due to weather related conditions or events that are out of our control (i.e.: no electricity/heat, storm related disasters, floods) we are not liable and full tuition will be applied for that particular month ONLY. If we are closed due to any of the following unforeseen events below, in the first 5 days of closure, there will be no credit applied towards that month's tuition payment. In addition, we will ONLY provide credit for 50% of the remaining tuition paid for said month beyond the first 5 days. If we are closed beyond that month, you will not be required to pay tuition until our centers re-open:

- 1. Government forced shutdown
- 2. Department of Health Mandated Quarantine
- 3. Pandemics
- 4. Force Majeure

In addition, it is our policy that if you remove your child for a given month(s) you are responsible for half of the month's tuition in order to hold your child's seat. The maximum amount of days your child is permitted to attend within the month that you have notified management of non-attendance is five (5). If you go beyond the five permissible days, you will be responsible for the entire month's tuition less any applicable vacation/sick credits that you may have available and have not exhausted in the last 12 months. If your child is out for 2 consecutive weeks and we are unable to reach you and/or you have not contacted us, your child's seat is subject to being forfeited.

Finally, Steps To Success LLC, and its agents reserve the right to terminate admission into said Day Care Facility if instances arise that can potentially be harmful or threatening to children attending the facility and/or staff/management performing their duties. Moreover, should a parent/guardian of an attending child constitute a threat, either mental or physical to any of the employees, management, or a child attending said Day Care Facility, management reserves the right to preclude admission. Additionally, in the event that your child requires special needs care that we will unfortunately be unable and/or qualified to provide and once we have exhausted all options at our Center, for the betterment of your child's care and development, we will terminate services and assist in any way possible in finding alternate care.

***PRICES ARE SUBJECT TO CHANGE**

Guardian Signature

Staff Signature

____/____/____
Date



Pick Up Authorization

I (we), the parents of _____,
give my (our) consent for the following individual(s) to pick up my
(our) child if I (we) are unable to do so.

Name:	Address:	Phone #:

The following individual(s) are not allowed to up my (our) child.

1. _____
2. _____

Parent Signature:

Provider Signature:



Permission for Outdoor Activities

The Provider, Steps to Success _____, and the staff of Steps to Success _____ may take my child _____ for any activities checked below as part of the Preschool Program:

On site playground

Short walking trips

Parent Signature: _____

Date: _____





Photo Release Form

Dear Families,

Steps to Success photographs children regularly for multiple purposes, such as:

To utilize for arts and crafts projects within the center

To send parents photos via email of daily activities performing by the children (may be individual or group)

To post on social media forums such as on our Facebook and Instagram accounts for advertising purposes.

Parents must grant Steps to Success IX permission, allowing photographs to be taken of a child for the above mentioned uses.

Please select one of the following photo - permitting options below:

Option 1: I grant Steps to Success IX permission to photograph my child and to use those photos on social media, to send via email, to use for montages and to utilize for an arts and crafts projects throughout the center.

Option 2: I Grant Steps to Success IX permission to photograph my child and ONLY use those photos to send via email, to utilize in a montage or for center based projects.





ILLNESS PROTOCOL

During the school year, your child may become ill. This memo is to help you along should such a circumstance occur. The information provided applies to all children admitted into our program and it is to ensure the protection of **your** child.

If your child is having a fever, diarrhea, vomiting or any other symptoms listed below, you must keep your child at home according to the policy below. This is not to punish any child, but on the contrary it is for the safety and full recovery of that child and the health and well-being of other children.

RETURNING TO SCHOOL

- Fever above 100 degrees : **24 hours fever free with no medication**
- Strep throat: **pediatrician clearance**
- Diarrhea (3 runny stools in a row) : **24 hours diarrhea free**
- Vomiting : **24 hours without vomiting**
- Consistent yellow/green mucus : **until no longer present**
- Any unusual skin rashes : **pediatrician clearance**
- Lice : **pediatrician clearance**
- Pink Eye: **24 hours on antibiotic drops**
- Severe coughing, breathing, sore throat : **pediatrician clearance**

I have read the illness protocol and returning to school protocol and will abide by it.

Signature



April 2022



Food Menu



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<i>Breakfast:</i> Milk Omelet Apples	<i>Breakfast:</i> Milk Homemade Oatmeal Pears	<i>Breakfast:</i> Milk Waffles Mandarins	<i>Breakfast:</i> Milk Croissants with Cream Cheese and Jam Bananas	<i>Breakfast:</i> Milk Cereal Apples
<i>Lunch:</i> Water Sliced Bread Homemade Rasolnik Soup Cheese Panini Cucumber & Tomato Salad	<i>Lunch:</i> Water Sliced Bread Homemade Fish Soup Mozzarella Sticks Sliced Tomatoes	<i>Lunch:</i> Water Sliced Bread Homemade Borscht Soup Chicken Nuggets Sliced Cucumbers	<i>Lunch:</i> Water Sliced Bread Homemade Chicken Rice Soup Cheese Panini Cucumber & Tomato Salad	<i>Lunch:</i> Water Sliced Bread Homemade Tomato Soup with Basil Fish Sticks Sliced Tomatoes
<i>Snack:</i> Mac & Cheese Cantaloupe	<i>Snack:</i> Sweet Potato Pancakes Strawberries	<i>Snack:</i> Chicken Dumplings With Sour Cream Pears	<i>Snack:</i> Chicken Pilaf Apples	<i>Snack:</i> Chicken Cutlets with Buckwheat Mandarins

WATER IS SERVED TO CHILDREN THROUGHOUT THE DAY

*** Menu changes on a monthly basis. With the help of our nutrition consultant we make smart choices for your child from every food group.



KINDERGARTEN AT STEPS!

Our Kindergarten program is designed to meet the NJ educational standards in all content areas. Our curriculum will challenge your child academically, prepare them for their transition to a higher educational school and enhance their social/emotional development. Our smaller sized classrooms provide a greater opportunity for a customizable approach to meet the needs of each individual child.

Step into Math

- Number Identification 0-100+
- Place Value
- Addition/Subtraction Using Multiple Strategies
- Comparing Numbers
- Time/Measurement and Currency
- Skip counting
- Symmetry

Step into Science and Social Studies

- Our World
- Our Body
- Living/non-living
- Motion
- Families
- Communications
- Geography
- Symbols

Step into Literacy

- Guided Reading
- Phonemic Awareness
- Leveled Reading
- Sight Word Recognition
- Sentence Structure
- Opinion/Persuasive/Informational Writing
- Language Arts (Grammar)





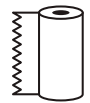
SUPPLY LIST

Please do not allow your children to bring any toy items and/or candy of any sort to the daycare facility. It can potentially cause conflict between the children and we strictly prohibit it. It can also be a safety hazard for students with allergies to certain food items. We thank you in advance for your attention and cooperation to this matter. We will notify you if any other items will be needed for school.

(3) Changes of Clothing



(3) Paper Towels



Sleeping Bag



(3) Tissue Boxes



Slippers



Bibs (2-3 yo)



Diapers



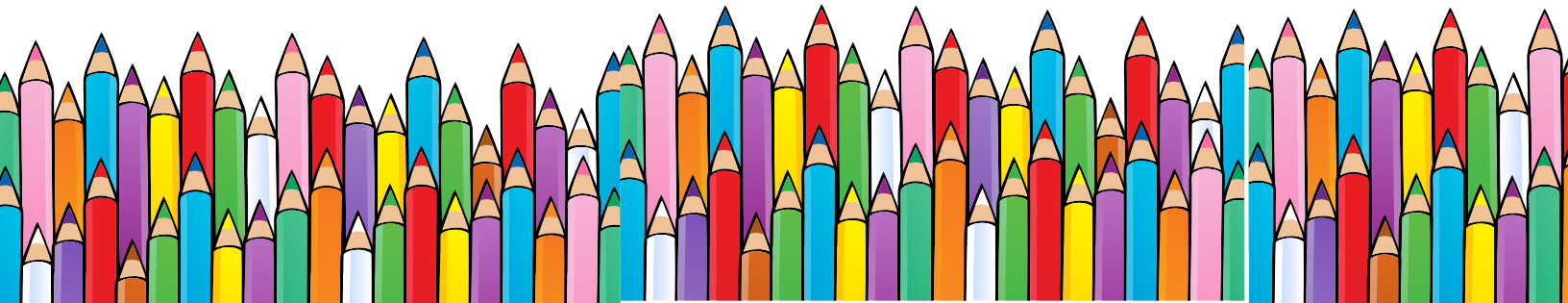
Wet Wipes



Water Bottle



**PLEASE LABEL EVERYTHING WITH YOUR CHILD'S FIRST
AND LAST NAME**





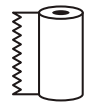
INFANT SUPPLY LIST

Please do not allow your children to bring any toy items and/or candy of any sort to the daycare facility. It can potentially cause conflict between the children and we strictly prohibit it. It can also be a safety hazard for students with allergies to certain food items. We thank you in advance for your attention and cooperation to this matter. We will notify you if any other items will be needed for school.

(3) Changes of Clothing



(3) Paper Towels



(3) Fitted Crib Sheets



(3) Tissue Boxes



Slippers



Silicone Bib



Diapers and Diaper Creams



Wet Wipes



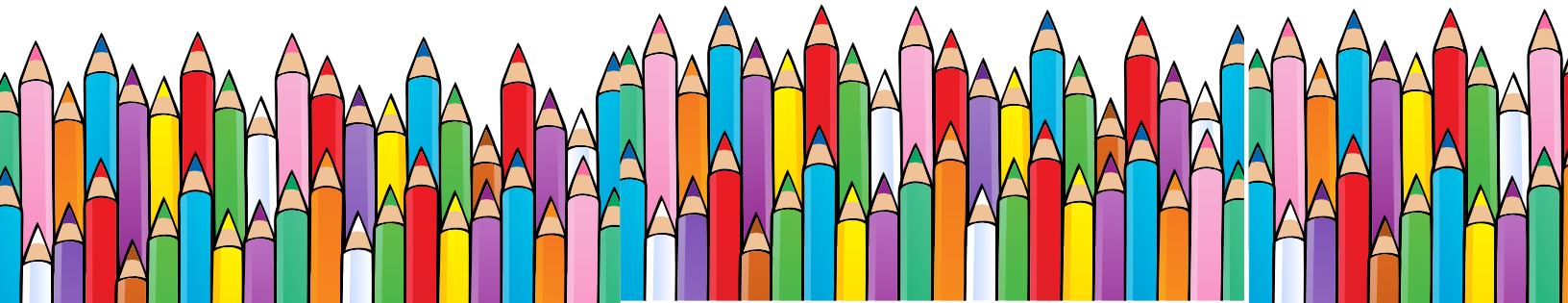
Sippy Cup



(2) Pacifiers



PLEASE LABEL EVERYTHING WITH YOUR CHILDS FIRST AND LAST NAME





Behavior Management Policy

The goal of our Center is to develop self-esteem and self-control. In order to reach these goals, we encourage children to communicate with one another, using speech to resolve dilemmas and convey emotions. We believe that as children mature with verbal expression, they will be less likely to express themselves in an aggressive manner. If aggressive behavior persists, children are seated in a "calm your body" chair for an age appropriate amount of time. However, there is always a mediation between teacher and students thoroughly explaining the cause for this action.

Children attending our Center are prohibited to exhibit the following:

1. To hurt other children (or adults) with intent.
2. To hurt themselves with intent
3. To destroy property with intent

If a child repeatedly displays these behaviors, the family will be called in for a conference with staff and a determination will be made at that time. If the inappropriate behaviors are continuous with no improvement after several attempts, this will result in termination of services rendered for that child at our Center and existing balances for said month will be forfeited.

Commit to Memory

- Consider you are a role model for your child. The behavior you exhibit will be repeated by them.
- Consider that all children need firm boundaries to develop self-control. However, always use positive statements to direct these behaviors, such as: "please walk" as opposed to "don't run"
- Consider that children are little people and they are learning rules slowly. Teach them right from wrong with patience.
- Consider how wonderful it feels when you receive praise. Praise your child often to reinforce that positive behavior.
- Consider that behavior management should be firm but never harsh or mean. Never use physical punishment towards a child.
- Finally, consider there is no such thing as a bad child. Remember yourself as a child...

TIPS FOR ENTERING DAYCARE

Speak with your child several days in advance leading up to the first day of daycare and explain the process to them. The more information you provide your child about entering daycare, the more comfortable and in control they will feel. Explain to them how their day will look and let them know you will be thinking about them all day!

Try to bring your child into daycare during the registration process so they may become familiar with their school and surroundings. It helps if they have a visual picture in their minds of where they will be during their time away from you.

Try to get them into a routine several weeks before daycare begins. Less surprises for your child will make the transition easier and more comfortable.

Parents: relax! Children can sense stress and this will be projected onto them. The less anxious you will be for your child, the smoother the transition will be.

First Day of School

Provide yourself with plenty of time. If you are feeling rushed or have a sense of urgency, this will make everyone nervous and the transition will not go as well as planned. Have a nice morning together and talk to your child about what each other's day will be like. Communication is imperative in the first days...



Saying GoodBye to Diapers



We are here to help, but this is a process that requires commitment as home as well.

- ✦ Always communicate to your child what will be happening. The more informed your child is about the process, the more confidence they will have.
- ✦ Get them excited about the process! Explain that they will become big boys and girls. Have them "potty train" a doll and praise the doll's success.
- ✦ Verbally praise each time your child is successful, it's a big deal! Rewards like stickers make this a fun experience and reduce stress for all.
- ✦ Once your child says goodbye to diapers, say hello to pull-ups! There may be accidents along the way, it's a part of the process! Reassure your child that they are doing a great job, keep it positive!

