

# Glassboro Child Development Centers 2023-2024 School Age Expanded Learning Program JURASSIC@Bowe Registration Form Grades 6-8

	Student's Name:						
	Age: Grade:	Date of Birth:					
	Parent's Name:	Start Date:					
	Email:						
	Teacher's Name:						
	Does your child have an IEP, 504 plan or medications? *See below	$\square$ YES $\square$ NO					
	If yes, GCDC <i>requires</i> documentation for review prior to additional time and resources to secure the necessary accould delay enrollment and start date so please provide as	ommodations for your student. This					
	Late Pick-up						
$\Rightarrow$	All GCDC School-Age Programs end at 5:30pm. If there will be a cost of \$1.00 per minute. Late fees are bille account, and an invoice will be automatically generated an information regarding our Late Pick-Up Policy, please reference.	d directly through the ProCare defined to you. For more					
_	Fees						
A nonrefundable registration fee of \$50 per child are due at the time of enrollme are expected to create a ProCare account at the time of enrollment and all fees are paid the app.							
	21st Century Community Lea	arning Center					
	The 21 <sup>st</sup> Century Community Learning Center is a federall New Jersey Department of Education for out-of-school-tin include those before school, after school or in the summer	ne programs in New Jersey, which					
	AM care is currently not available for students in grades 6	5-8.					
	PROCARE Enrollment and Communication App						
$\Rightarrow$	All families are required to create a ProCare accound downloading the ProCare Parent app to their cellphone. Pluntil your ProCare account is confirmed. This app is used attendance, payments, weekly/monthly calendars, parent/s	ease note, you are not fully registered for all communication, including					

# IEP, 504 Plans, Medication, and Special Accommodations

$\Rightarrow$	
	All applicable documentation is to be attached to the application upon enrollment. If your
	child requires medication, it must be provided along with medical forms that can be picked up at
	our main office. All medications are to be in their original packaging with the pharmacy label
	with the child's information on it. GCDC may need additional time and resources to secure the
	necessary accommodations for all students with 504 plans and IEPs.

# **Program Requirements**

	Student are expected to attend at least 80% of the time (4 days per week).
	Students and parents/guardian are expected to participate in surveys and forums that help
	with data collection needed for grant reporting throughout the year.
$\Rightarrow$	Parents/guardians are expected to participate in family engagement activities at least three

times per year.

Please note anything that you think would be helpful to us in preparing to care for your child:

FOR STAFF USE ONLY:			
Grade: 6 7 8	Initial		Initial
Packet Complete		Photo Release (1) copy file, orig. office	
Fee Agreement		CCFP (1) copy, orig. office	
Registration Paid		ER Form (2) copy file, copy office, orig. site	
1st Week Paid	N/A	Medication, IEP, 504 Plan (1) copy file, orig. site	
Set up ProCare Acct. w/ Parent		Update/Create Child's Folder	
Enter/Update ProCare		Tuition Assistance Contract Received	
		Date Received:	

### **EMERGENCY AND RELEASE INFORMATION**



RELATION TRUST	Child's Name: Date of Birth: Address:
· div , the	Phone:
SITE:	
Parent 1 Contact Information	Parent 2 Contact Information
Name:	Name:
Address (if different):	Address (if different):
Cell Phone:	Cell Phone:
Email:	Email:
Employer:	Employer:
Work Phone:	Work Phone:
Is there a court order (custody or restraining (If yes, we must have a copy, complete with judg	,

### PARENTS WILL BE CALLED FIRST IN CASE OF EMERGENCY!

IF PARENTS ARE NOT AVAILABLE, THE PERSONS LISTED BELOW WILL BE CONTACTED IN THE ORDER THEY ARE LISTED. PLEASE NOTE: ONLY THE PERSONS LISTED ON THIS FORM ARE AUTHORIZED TO PICK UP YOUR CHILD.

Authorized Pick-Up #1	
Name:	Relationship:
Phone #:	Adraga
Authorized Pick-Up #2	
Name:	Relationship:
Phone #:	A 11
Authorized Pick-Up #3	
Name:	Relationship:
Phone #:	4.11
Authorized Pick-Up #4	
Name:	Relationship:
Phone #:	. 11
Authorized Pick-Up #5	
Name:	Relationship:
Phone #:	A 11
Authorized Pick-Up #6	
Name:	Relationship:
Phone #:	Address:

### **EMERGENCY MEDICAL CARE**

This confidential health record will only be used to ensure the safety of the children in this program. This information will not be shared outside of this Childcare program. Feel free to continue your notes on an attached separate sheet.

- 1. If my child requires emergency medical care and I cannot be reached, I give my consent to Glassboro Child Development Centers to obtain the necessary medical care for my child. I agree to pay all of the costs associated with the emergency medical care that my child receives. I understand that every effort will be made to contact me before and after medical care is provided.
- 2. This information is strictly confidential and will not be shared with anyone without my written consent or in the case of emergency medical care.

Student's Doctor:		Ins	surance Company:			
			licy Holder's ID:			
			hild's Social Security #:			
Allergies:			eligious Preference:			
		(o <sub>l</sub>	ptional)			
Doctor's Address						
Please provide your child's medical	l history					
CONDITION	YES	NO	ALLERGY	YES	NO	
Asthma			Penicillin			
Does your child use an inhaler?			Insect Stings			
Convulsions/Seizures			Foods			
Diabetes			Plants			
Ear Infections			Hay Fever			
Chicken Pox			Topical ointments			
Measles			Other			
German Measles			**If "yes" to any of the above, please describe			
Rheumatic Fever			reaction.			
Mumps						
Corrective Device						
(glasses, hearing aid, etc.)						
Any significant illnesses or			Does your child have an EpiPen®?			
surgeries?			Does your clinic have an Epir che:			
**If "yes" to any of the above, pleas	e provid	e the				
date or any further details.			Special situations or needs that staff should be aware of:			
				20" 1		
			☐ Child has behavioral /emotional difficulties			
			☐ Child has physical disabilities			
			☐ Child has IFSP, IEP, or 504 Plan.			
			*We must receive this prior to first day of			
			attan dan aa			

### **Special Health Care Needs**

\*\*If yes, the following forms are <u>required</u> prior to first date of attendance: the Administration of Medication, Food Allergy Action Plan, or Asthma Action Plan as needed. Medical forms are available for pick up at our main office and must be completed and signed by a health care physician.

I understand that this consent will be in effect as of the date of my signing and will continue as long as my child is enrolled in GCDC programs.



# PARENT HANDBOOK / POLICY RECEIPT ACKNOWLEDGEMENT

Dear Parent:	
In keeping with New Jersey's child care center-licens as the parent of a child enrolled at our center, with the	
Please read the policies and if you have any question	s, feel free to contact us at 856-881-3331.
Sincerely,	
Joan E. Dillon, Executive Director	
Please complete and return this portion	on to the center. (Please print)
I,	Attendance (Preschool Only) Discipline/Expulsion Communication/Notification Dental Health (Preschool Only) Family Engagement Transportation Inaccessibility to Toxic Substances Late Pick Up Parent/Family Code of Conduct Release of Children Safe Sleep (Preschool Only) Screening/Referral (Preschool Only) Transition (Preschool Only) Use of Technology and Social Media
I agree to abide by the above policies AND other pro	ocedures contained in the parent handbook.  Names of child/children:
Parent/Guardian signature	
Date Agency Witness	

\*\* THIS PAGE MUST BE RETURNED BEFORE YOUR CHILD ENTERS OUR PROGRAM.



## **BLANKET PERMISSION SLIP**

Note: A specific Permission Slip will be given to you for every trip. In the event that we have not received a completed form, or your child was absent at the time the forms were distributed, this Blanket Permission Slip Form will be used along with your verbal permission.

When signed below, this form allows your child to participate in the following activities and services offered by Glassboro Child Development Centers:

- Supervised activities at the center
- Supervised walks around the neighborhood
- Emergency treatment by a physician or dentist in their office or at a hospital (as determined by qualified personnel or the EMT in Glassboro).

Permission is given for all the activities and services specified above by signing this form. My child is in good health and can participate in the normal activities of the GCDC programs. Furthermore, any conditions or special needs that may require special accommodations are described below.

Child's Name:	
Parent/Guardian Signature:	
Relationship to Child:	
Date:	



# Glassboro Child Development Centers Photo Release Form

Preschool RASKEL@Rodgers Horizon @Bullock-Grades 1-2 JURASSIC@Bullock-Grades 3-5 JURASSIC@Bowe-Grades 6-8	
I,	
The undersigned acknowledge that no compensation or payment shall be made by the Glass Child Development Centers in return for this consent or authorization on the use publication name, the photograph or likeness of video films or statements of this minor.	
This release shall remain in continuous effect until withdrawn in writing by the undersigned	d.
Child's Name: Date of Birth:	
Parent/Guardian's Name (print):	
Parent/Guardian's Signature:	
Address:	
Date: Witness:	

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# 2024 NEW JERSEY CHILD AND ADULT CARE FOOD PROGRAM ELIGIBILITY APPLICATION

NAME(S) & AGE(S) OF ENROLLED	) PARTICIPANT(S)				
., .,	` '	(Name)	(Age)	(Name)	(Age)
OPTIONAL: RACIAL/ETHNIC IDENTITY OF PARTICIF  Check one ETHNIC identity:	PANT		Mark one or more RACIAL iden		
[] Hispanic or Latino [] Not Hispanic or I	-t-time		[ ] American Indian or Alaska Native [ ]  [ ] Native Hawaiian or Other Pacific Islan		American
[ ] Hispanic or Launo [ ] 1400 1 1000 1	Latino		[ ] Native Hawaiian or Other Pacific Islan	ander [] White	
· · · · · · · · · · · · · · · · · · ·	······································	Enrollment In			
Check ( <b>Teach day</b> the above participant <b>DAYS OF CARE</b> :	nt is enrolled for care, the <b>h</b> o		d the <b>meal type(s</b> ) served: THURS <b>IF</b> I <b>ISA</b> T	□sun	J
HOURS OF CARE:		ES ∟⊮vr⊒	/HUKS ∟π≀	LDUN -	J
Swing / Rotating Shifts: (If Applicable)		: == =-:		<b>_</b> _	J
MEAL TYPES SERVED: □BREAK	KFAST 🗆 A.M. SUPPL	LEMENT LUNCH	H □ P.M. SUPPLEMENT	□DINNER	
	CHII D DAY	CARE FOOD DD(	TOTAL PARTICIPANTS (		
OPTION 1A: BENEFICIARIES of	of Supplemental Nutriti	tion Assistance Progr		-	stance for Needy
Families (TANF), or Food Distrib	_	·	·		
-	OR	· —	or OR	FDPIR CASE#	1
		IANI ONCE		FUFIN ONOL #	
OPTION 1B: FOSTER CHILD		U a which ha	· · · · · · · · · · · · · · · · · · ·	' I-thing pohool fee	" · oto :
If you are applying for a foster child, ch  FOSTER CHILD INCOME \$		ersonal income wnich has	s been identified by specific category	such as clothing, scriooi iees	s, allowances, etc.:
FUSIER ONLD					J
	TOW T DAY				
			OGRAM PARTICIPANTS (	DNLY	
<b>OPTION 2:</b> BENEFICIARIES of	f SNAP, FDPIR, SSI or M	edicaid			
If you are now receiving SNAP, SSI, FI	·				1
SNAP #OR FDP	?IR CASE #	OR SSI CAS	SE#OR	MEDICAID CASE #	
OPTION 3: HOUSEHOLD ELIGIBILIT	ITY - COMPLETE IF YOU	I DID NOT COMPLETE	OPTION 1A. OPTION <u>1B, OR OPTIC</u>	N 2	
Complete the following information: House		curity Numbers and Incom	ne.		
		MONTHLY	Y INCOME (Complete One Or Mor		Manu Others
NAMES OF ALL OTHER HOUSEHOLD MEMBERS:	Monthly (Gross Earnings) Wages/Salary	SECURITY	UNEMPLOYMENT WORKER'S COMPENSATION	MONTHLY WELFARE	Monthly Any Others Income
(Related and Unrelated)	į	PENSIONS RETIREMENT	WORKER'S COMPENSATION	CHILD SUPPORT ALIMONY	
	\$	\$	\$	\$	\$
1.	\$	\$	\$	\$	\$
3	\$	\$	\$	\$	\$
3.	\$	\$	\$	\$	\$
4.	\$	\$	\$	\$	\$
5.	\$	\$	\$	\$	\$
6.	\$	\$	\$	\$	\$
7.	\$	\$	\$	\$	\$
8.	\$	\$	\$	\$	\$
9.	\$	Φ Φ	Φ Φ	\$	\$
10. TOTAL NUMBER IN HOUSEHOL	*	PARTICIPANT):	Ψ.	·	Ψ
TOTAL NUMBER IN HOUSEHOLD		PARTION ANT.	_	<b>\$</b>	
TOTAL GROUD II.C.	CONIL.				
ADULT HOUSEHOLD MEMBER An Adult Household Member must s If you do not have a social security r	R SIGNATURE and L sign and date this form	AST FOUR DIGITS and list the last four (4) o	of SOCIAL SECURITY NUMBI digits of his or her Social Security N	<b>ER:</b> (See Privacy Act Stateme Number.	nt below)
PENALTIES FOR MISREPRESENTATION: 1 c					- ortinioant is correct or that
income is reported. I understand that this information, and that deliberate misrepresentation	mation is being given for the rece	ceipt of Federal funds issued to	to the day care center based on the information	nation I provide. I understand that 0	CACFP officials may verify the
complete the following:					
ignature:					
Print Name:					
Date:		Phone Number:		<del></del>	
Last four (4) digits of Social Security	ity Number: **_*	_ * * _		Social Security Number	
PRIVACY ACT STATEMENT: The National School	ool Lunch Act requires that, unless the part	articipants' Case Number is provided, yo	you must include the Social Security Number of the adult	ult household member signing the application	or indicate that the household mem
does not have a Social Security Number Provision of a Social	icial Security Number is not mandatory by	but if a Social Security Number is not	t given or an indication is not made that the signer does	es not have such a number, the participant of	cannot be determined eligible for free
reduced priced menus. The Social Security Numbers may be u a Food Stamp or TANF office to determine current certification verify the amount of income received. These efforts may resu	on for receipt of Food Stamps or LANG sult in a loss or reduction of benefits, add	benefits, contacting the State Employ ministrative claims or legal actions if in	ment Security office to determine the amount or penemenocorrect information is reported. These acts must be to	its received and checking the documentation all household members whose Social	on produced by household members at Security Numbers are reported on
Determination: FreeReduced	ed Paid		TOTAL MONTHLY INC	COME \$	
Signature of Determining Official:	Date		Conversion factors to figure i	monthly income: Weekly x 4.5 Twice	.33 e a month x 2
ı			[		rv 2 weeks r 2 15

# 2023-2024 CHILD AND ADULT CARE FOOD PROGRAM LETTER TO PARENT/PARTICIPANT

Dear Parent/Participant:

Our agency depends on Child and Adult Care Food Program funds to provide meals at no separate charge to all participants. Complete information is necessary in order to receive the maximum funds available through the United States Department of Agriculture. The information will serve as documentation that our enrolled participants are eligible for the Child and Adult Care Food Program. You may complete and submit one CACFP eligibility application for all participants from the same household that are enrolled for care with our agency.

Household members include everyone in your household (such as grandparents, other relatives, or friends who live with you) who share income and expenses. You must include yourself and all children who live with you. You also may include foster children who live with you. Once properly categorized for free or reduced price benefits, whether through income or by providing a current SNAP, FDPIR, or TANF case number (SNAP, FDPIR, SSI, or Medicaid case number for Adult Day Care Participants), you will remain eligible for those benefits for 12 months. You should notify us, however, if you or someone in your household becomes unemployed and the loss of income causes your household income to be within those eligibility standards.

The income that you report must be the total gross income received by all members of your household.

The "Eligibility Income Scale" for reduced-price meals is included in this letter for your information. If your income is less than or equal to these reduced-priced standards, the participant is eligible for free or reduced-price meals from the Child and Adult Care Food Program, which means increased reimbursement for our center and increased nutritional benefits for the participant.

Please complete, sign and return the form so that our center may receive maximum reimbursement. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information. This form will be placed in our files and treated as confidential information. Your cooperation is vital and appreciated.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <a href="https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf">https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf</a>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1. U.S Department of Agriculture, Office of the Assistant of Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250; or 2. Fax (833) 256-1665 or (202) 690-7442; or 3. Email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>

(Name of Day Care Center)

New Jersey Department of Agriculture Child and Adult Care Food Program

(Day Care Center Phone Number) Phone Number 609-984-1250

#### TO APPLY, YOU MUST COMPLETE ONE OF THREE OPTIONS.

- 1. List the Name of the participant (First and Last Names).
- 2. Complete the Days, Hours of Care, and the meal types served to the enrolled participant. (One time requirement for Adult Day Care participants.)

### Option 1A or 1B - CHILD CARE PARTICIPANTS ONLY:

If you receive SNAP, TANF, or FDPIR benefits for the participant, list the SNAP, TANF or FDPIR <u>Case Number</u> and <u>Sign</u> and <u>Date</u> the form.

If you are applying for a **Foster Child** who is under the legal responsibility of the welfare agency or court, <u>Check</u> the <u>Box</u> and <u>Sign</u> and <u>Date</u> the form.

- A FOSTER CHILD'S PERSONAL USE INCOME is defined as follows:
  - a) Funds received from a welfare agency, which can be identified for personal use of the child. Where funds provided by the welfare agency are specified by agency, i.e., funds for shelter and care; special needs funds; and funds for personal needs such as clothing, school fees, allowances, etc., only those funds that can be identified as personal use funds shall be considered as income.
  - b) Money received in hand from any source. This includes, but is not limited to, funds received from trust accounts, monies provided by the child's family for personal use and earnings from employment other than occasional or part-time (e.g., paper routes, baby-sitting).

### Option 2 - ADULT CARE PARTICIPANTS ONLY:

If you receive SNAP, FDPIR, SSI or Medicaid benefits for the participant, indicate the SNAP, FDPIR, SSI or Medicaid Case Number and Sign and Date the form.

## Option 3 - CHILD CARE AND ADULT PARTICIPANTS:

If you do not receive SNAP, TANF, FDPIR, SSI or Medicaid benefits for the participant, you must complete:

- 3. Names of all (Related or Unrelated) household members
- 4. List the household income (Monthly Gross Earnings) for each household member.
- 5. Total number in household (#1 + #3 above).
- 6. Total the gross income of all household members.
- 7. Sign, Print and complete the full address of the Adult Household Member signing the application.
- 8. Date the form and complete the telephone number of Adult Household Member signing the application.
- 9. List the last four (4) digits of the social security number for the Adult Household Member signing the application or indicate that the Adult Household Member signing the application does not possess a social security number.

### ELIGIBILITY INCOME SCALE Effective from July 1, 2023 to June 30, 2024

	REDUCED					
HOUSEHOLD SIZE	ANNUAL	MONTHLY	WEEKLY			
1	\$18,955 - \$26,973	\$1,581 - \$2,248	\$ 366 - \$ 519			
2	\$25,637 - \$36,482	\$2,138 - \$3,041	\$ 493 - \$ 702			
3	\$32,319 - \$45,991	\$2,695 - \$3,833	\$ 623 - \$ 885			
4	\$39,001 - \$55,500	\$3,251 - \$4,625	\$ 751 - \$1,068			
5	\$45,683 - \$65,009	\$3,808 - \$5,418	\$ 880 - \$1,251			
6	\$52,365 - \$74,518	\$4,365 - \$6,210	\$1,008 - \$1,434			
7	\$59,047 - \$84,027	\$4,922 - \$7,003	\$1,137 - \$1,616			
8	\$65,729 - \$93,536	\$5,479 - \$7,795	\$1,265 - \$1,799			
Each Additional Family Member	+9,509	+793	+183			