



Date _____

Glassboro Child Development Centers School Age Expanded Learning Program Registration Form Grades 6-8

Student's Name: _____

Age: _____ Grade: _____ Date of Birth: _____

Parent's Name: _____ Desired Start Date: _____

Email: _____

Teacher's Name: _____

Does your child have an IEP, 504 plan or medications? *See below

☐ YES ☐ NO

If yes, GCDC requires documentation for review prior to enrollment. GCDC may need additional time and resources to develop reasonable accommodations for your student. This may delay enrollment and start date.

Select enrollment:

AM only _____ PM only _____ AM/PM _____

Child Care Resources: ☐ WFNJ ☐ NJCK ☐ DCP&P

Case Worker: _____ Phone: _____

Please Initial:

Late Pick-up

_____ GCDC School-Age Programs end at 6:00pm. If you are late picking up your child, there will be a cost of \$1.00 per minute. Late fees are billed directly through the ProCare account, and an invoice will be automatically generated and emailed to you. For more information regarding our Late Pick-Up Policy, please refer to the Parent Handbook.

Fees and Costs

_____ Your nonrefundable registration fee of \$50 (per child) plus your first week's payment are due at the time of registration. At the time of registration, you are expected to create a ProCare account and pay these fees using the app to complete registration.

_____ Your account is invoiced each Friday (will be sent via email) and your tuition payment is automatically deducted each Sunday. Tuition assistance programs may help cover some of these fees -- please see the back for more information.

PROCARE Enrollment and Communication App

_____ All families are required to create a ProCare account at time of registration by downloading the ProCare Parent app to their cellphone. Please note you are not fully registered until your ProCare account is confirmed. This app is used for all communication, including attendance, payments, weekly/monthly calendars, parent/staff communication and other news.

Reasonable Accommodations for Children with Special Needs

_____ All applicable documentation is to be attached to assist in determining GCDC's ability to reasonably accommodate a child's special needs; the IFSP documents serve as guidance. As a childcare provider we meet the ADA requirements, please note GCDC is not a public school.

Medication

_____ If your child requires medication, it must be provided 2 days prior to the child's start date, 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.

Program Requirements

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

Tuition Assistance

- _____ Childcare subsidy programs exist to help offset weekly tuition costs if eligible. The following describes the options available:
 - NJ State Tuition Assistance: income-based childcare subsidy that requires parents/guardians to work 30+ hours per week, enrolled in 12 semester credits in college or school, or a combination of both. If you work 25-30 hours per week, you may qualify for CCVC/CBC slot at our center. Please email Ms. Itzaida for more information at iromero@gcdckids.net.
- * Please keep in mind that you are responsible for making sure the subsidy contract is up to date and valid.
- * You are responsible for any unpaid fees due to gaps in contract, any assigned mandatory copays, and overage fees. Unpaid fees will result in immediate termination of services.

Child Release

- _____ I certify that the information I've provided about my child's legal parents/guardians is accurate to the best of my knowledge. I understand this will guide pickup authorization and parental communication unless legal documentation is provided to the contrary.
- _____ **Both legal parents have equal rights to pick up their child unless we are provided with a court order stating otherwise.** If only one parent is listed on the emergency contact form and no legal documentation has been submitted, we are still obligated to release the child to the other legal parent.
- _____ In the absence of a court order, **both parents are presumed to have equal rights** to pick up or access the child, regardless of who enrolled the child. If a parent wishes to restrict the other parent's access, they must provide the center with a **valid, current court order**. The center will retain a copy and enforce it accordingly.
- _____ GCDC does not collect or require proof of maternity or paternity at time of enrollment and will rely on parental declarations and documented authorizations of either. Once verbal or written acknowledgement exists of maternity or paternity, GCDC will recognize that individual as a legal parent until provided proof otherwise or until a court document alters parent access.

Parent Acknowledgement

- _____ I understand that once all required documents have been submitted, an enrollment meeting may be scheduled to review application details and finalize next steps before my child may begin.
- _____ By signing below, I confirm that the information provided in this GCDC application is complete and accurate to the best of my knowledge.

Parent Name (Print): _____

Parent Signature: _____



EMERGENCY AND RELEASE INFORMATION

SITE: _____

Child's Name:	
Date of Birth:	
Address:	
Phone:	

Parent 1 Contact Information	
Name:	
Address (if different):	
Cell Phone:	
Email:	
Employer:	
Work Phone:	

Parent 2 Contact Information	
Name:	
Address (if different):	
Cell Phone:	
Email:	
Employer:	
Work Phone:	

Is there a court order (custody or restraining order) involving this child? ☐ Yes ☐ No

(If yes, we must have a copy, complete with judge/clerk's signature and date)

In the absence of a court order, **both parents are presumed to have equal rights to pick up or access the child, regardless of who enrolled the child. If a parent wishes to restrict the other parent's access, they must provide the center with a **valid, current court order**. The center will retain a copy and enforce it accordingly.*

IN THE EVENT OF AN EMERGENCY – PARENTS ARE CONTACTED FIRST.

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 #: _____

Address: _____

Authorized Pick-Up #2

Name: _____

Relationship: _____

Phone #: _____

Address: _____

Authorized Pick-Up #3

Name: _____

Relationship: _____

Phone #: _____

Address: _____

Authorized Pick-Up #4

Name: _____

Relationship: _____

Phone #: _____

Address: _____

Authorized Pick-Up #5

Name: _____

Relationship: _____

Phone #: _____

Address: _____

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.

Child's Doctor: _____ Insurance Company: _____
Phone: _____ Policy Holder's ID: _____
Last Tetanus: _____ Child's Social Security #: _____
Allergies: _____ **Religious Preference:** _____
(optional) _____
Doctor's Address _____

Please provide your child's medical history.

CONDITION	YES	NO
Asthma		
Does your child use an inhaler?		
Convulsions/Seizures		
Diabetes		
Ear Infections		
Chicken Pox		
Measles		
German Measles		
Rheumatic Fever		
Mumps		
Corrective Device (glasses, hearing aid, etc.)		
Any significant illnesses or surgeries?		
**If "yes" to any of the above, please provide the date or any further details.		

ALLERGY	YES	NO
Penicillin		
Insect Stings		
Foods		
Plants		
Hay Fever		
Topical ointments		
Other		
**If "yes" to any of the above, please describe reaction.		
Does your child have an EpiPen®?		

Does your child have any special needs that staff should be aware of?

- ☐ Child has behavioral /emotional challenges
- ☐ Child has physical disabilities
- ☐ Child has IFSP, IEP, or 504 Plan.

Special Health Care Needs

If yes, the following forms are **required prior to first date of attendance: the Administration of Medication, Food Allergy Action Plan, and/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 the duration of my child's enrollment with GCDC programs.

Parent/Guardian Signature _____

Date _____



Glassboro Child Development Centers

Photo Release Form

Please select site of attendance:

	Preschool-Main		HORIZON-Grades 1-2
	Preschool-Ellis		JURASSIC-Grades 3-8
	RASKEL-Grades PK 3-K		

Child's Name: _____

Parent/Guardian Name: _____

Date Completed: _____

I, the undersigned, hereby grant permission to Glassboro Child Development Centers to use photographs, video, or other images of my child for the purposes listed below:

- ☐ Social Media (e.g., Facebook, Instagram, Twitter)
- ☐ GCDC Website and E-newsletters
- ☐ Print Media (newsletters, brochures, flyers, newspapers, etc.)

These images may be used for informational, promotional, and educational purposes, and may be published in print or digital formats. I understand that my child's full name will not be used unless I give specific written consent.

I understand that I may revoke this consent at any time in writing, but that revocation will not affect any use already made prior to the revocation.

Consent Options (please check one):

- ☐ I give permission for my child's image to be used as indicated above.
- ☐ I do not give permission for my child's image to be used.

Signature of Parent/Guardian: _____ Date: _____

Parent/Guardian Contact Information:

Phone: _____ Email: _____



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: _____

Parent/Guardian Name: _____

Relationship to Child: _____

Date: _____

PARENT HANDBOOK /POLICY RECEIPT ACKNOWLEDGEMENT



Dear Parent:

In keeping with New Jersey's child care center-licensing requirements we are obligated to provide you, as the parent of a child enrolled at our center, with this statement as well as other policies attached.

Please read the policies and if you have any questions, feel free to contact us at 856-881-3331.

Sincerely,

Joan E. Dillon, Executive Director

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

I, _____, have received the following policies for Glassboro Child Development Centers, outlined in the parent handbook for my child's program:

- | | |
|--|---|
| ☐ Administration of Medication | ☐ Attendance (<i>Preschool Only</i>) |
| ☐ Breastfeeding (<i>Preschool Only</i>) | ☐ Discipline/Expulsion |
| ☐ Communicable Diseases | ☐ Communication/Notification |
| ☐ Completion of Assessment | ☐ Dental Health (<i>Preschool Only</i>) |
| ☐ Diapering | ☐ Family Engagement |
| ☐ Fee Policies | ☐ Transportation |
| ☐ Hand Washing Guidelines | ☐ Inaccessibility to Toxic Substances |
| ☐ Information to Parents | ☐ Late Pick Up |
| ☐ Nutrition and Physical Activity | ☐ Parent/Family Code of Conduct |
| ☐ Parent Grievance | ☐ Release of Children |
| ☐ Right to Refuse Services | ☐ Safe Sleep (<i>Preschool Only</i>) |
| ☐ Screen Time | ☐ Screening/Referral (<i>Preschool Only</i>) |
| ☐ Supervision of Children | ☐ Transition (<i>Preschool Only</i>) |
| ☐ Toilet Training | ☐ Use of Technology and Social Media |
| ☐ Visiting Consultants/Therapists | |

I agree to abide by the above policies AND other procedures contained in the parent handbook.

Parent/Guardian signature

Names of child/children:

Date

Agency Witness

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

NAME(S) & AGE(S) OF ENROLLED PARTICIPANT(S)							
		(Name)		(Age)		(Name)	(Age)
OPTIONAL: RACIAL/ETHNIC IDENTITY OF PARTICIPANT							
Check one ETHNIC identity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino				Mark one or more RACIAL identity (ies): ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White			
Enrollment Information							
Check () each day the above participant is enrolled for care, the hours of care each day, and the meal type(s) served:							
DAYS OF CARE:		☐ MON	☐ TUES	☐ WED	☐ THURS	☐ FRI	☐ SAT ☐ SUN
HOURS OF CARE:		___-___	___-___	___-___	___-___	___-___	___-___
Swing / Rotating Shifts: (If Applicable)		___-___	___-___	___-___	___-___	___-___	___-___
MEAL TYPES SERVED:		☐ BREAKFAST	☐ A.M. SUPPLEMENT	☐ LUNCH	☐ P.M. SUPPLEMENT	☐ DINNER	

OPTION 1A: BENEFICIARIES of Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR)

If you are now receiving SNAP, TANF or FDPIR for this child, complete one of the following numbers:

SNAP CASE # _____ OR TANF CASE # _____ OR FDPIR CASE # _____

OPTION 1B: FOSTER CHILD

If you are applying for a foster child, check the box and list any personal income which has been identified by specific category such as clothing, school fees, allowances, etc.:

☐ FOSTER CHILD INCOME \$ _____

OPTION 2: BENEFICIARIES of SNAP, FDPIR, SSI or Medicaid

If you are now receiving SNAP, SSI, FDPIR or Medicaid complete one of the following numbers:

SNAP # _____ **OR FDPIR CASE #** _____ **OR SSI CASE #** _____ **OR MEDICAID CASE #** _____

NAMES OF ALL OTHER HOUSEHOLD MEMBERS: (Related and Unrelated)	MONTHLY INCOME (Complete One Or More - Before Deductions)				
	Monthly (Gross Earnings) Wages/Salary	MONTHLY SOCIAL SECURITY PENSIONS RE TIREMENT	MONTHLY UNEMPLOYME NT WORKER'S COMPENS ATION	MONTHLY WELFARE CHILD SUPPORT ALIMONY	Monthly Any Others Income
1.	\$	\$	\$	\$	\$
2.	\$	\$	\$	\$	\$
3.	\$	\$	\$	\$	\$
4.	\$	\$	\$	\$	\$
5.	\$	\$	\$	\$	\$
6.	\$	\$	\$	\$	\$
7.	\$	\$	\$	\$	\$
8.	\$	\$	\$	\$	\$
9.	\$	\$	\$	\$	\$
10.	\$	\$	\$	\$	\$
TOTAL NUMBER IN HOUSEHOLD (INCLUDE ENROLLED PARTICIPANT): _____				\$ _____	
TOTAL GROSS HOUSEHOLD INCOME:					

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, FDIPIR, or TANF case number (SNAP, FDIPIR, 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-price 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: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, 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. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

Glassboro Child Development Centers

(856) 881-3331

(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 FDIPIR benefits for the participant, list the SNAP, TANF or FDIPIR Case Number and Sign and Date the form.

If you are applying for a Foster Child who is under the legal responsibility of the welfare agency or court, Check the Box and Sign and Date 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 the 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, FDIPIR, SSI or Medicaid benefits for the participant, indicate the SNAP, FDIPIR, 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, FDIPIR, 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, 2025 to June 30, 2026

HOUSEHOLD SIZE	REDUCED		
	ANNUAL	MONTHLY	WEEKLY
1	\$20,346 - \$28,953	\$1,697 - \$2,413	\$ 393 - \$ 557
2	\$27,496 - \$39,128	\$2,293 - \$3,261	\$ 530 \$ 753
3	\$36,646 - \$49,303	\$2,889 - \$4,109	\$ 668 - \$ 949
4	\$41,796 - \$59,478	\$3,484 - \$4,957	\$ 805 - \$1,144
5	\$48,946 - \$69,653	\$4,080 - \$5,805	\$ 943 - \$1,340
6	\$56,096 - \$79,828	\$4,676 - \$6,653	\$1,080 - \$1,536
7	\$63,246 - \$90,003	\$5,272 - \$7,501	\$1,218 - \$1,731
8	\$70,396 - \$100,178	\$5,868 - \$8,349	\$1,355 - \$1,927
Each Additional Family Member	+10,175	+848	+196