



Preliminary Application

**Kean University of New Jersey
Union, New Jersey**

Date: _____

PLEASE PRINT

Child's Name

Last	First	Middle
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Sex: _____ Date Of Birth: _____

Parent's Name: Mom _____

Dad _____

Parent attending Kean? Yes No, If Yes: Mom Dad Both

Address _____

Street

City	State	Zip Code
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Telephone: _____

Home

Cell

Work

E-Mail: _____

Please notify us if any change occurs in you name, address, or telephone number!

Date when admission is desired: _____

Please check appropriate spaces:

Are you a: Student Faculty Staff Alumni Other

If you are a student will you be a:

Freshman Sophomore Junior Senior Graduate

What is your major? _____ Year of Graduation? _____



Dear Parents,

We are pleased that you are considering enrolling your child in the child care center at Kean University. The center serves the children of students, faculty and staff of Kean University; as well as children from outside the campus community. As you place your name on the waiting list, here are a few tips that will help your child adjust to the program once they begin attending the Child Care and Development Center.

- Encourage your child's **independence** by letting him/her try new things.
- Encourage children to **feed themselves**, even with their fingers.
- For the very young, encourage **toilet learning**. Training is developmental and not required, but children should be familiar with bathroom and toilet.
- The best way to stop the spread of germs is **hand washing**. Encourage children to wash their hands often, and especially before and after meals, before and after toileting/diaper change and when they cough and sneeze. Hands should be washed for 20 seconds, about as long as it takes to sing the ABC song.
- Dress children in **easy care clothes**, elastic waists velcro shoes etc. Buttons, ties belts, often cause bathroom accidents.
- **Eliminate clothing with string or tie closures**, they can get caught when children are running or climbing.
- **Lastly, let children know that school is fun and exciting and they will have a good time while you are away at work or attending classes. And, of course re-assure them you'll always come back.**

Please call the center if you have any questions, **908-737-6140**

Sincerely,
Georgina Criado-Hall
Acting Director



Enrolling Your Child

Parents or guardians interested in enrolling their child(ren) will be initially provided with a preliminary application. **All forms must be completed and returned to the center before consideration of attendance will be given.**

In the event a class is at full capacity, we will place your child on our waiting list. You will be contacted by our center when an opening becomes available. Preliminary applicants will remain on our waiting list until an acceptance offer is extended to you, a request for removal is made or the child ages out (whichever comes first).

Priority enrollment system is established as follows (Highest to Lowest):

- Kean University Students have highest priority
- Kean University Employees
- Siblings of currently enrolled children
- Kean University Alumni
- All others, including the community, will have lowest priority.

****At the time of registration, please notify us if your child has any underlying health conditions, such as asthma or any other serious health conditions.**

Required Documentation

After an acceptance offer is provided, every family must submit the following for their child prior to the first day of attendance:

1. Completed enrollment application.

2. Emergency Release Form – It is a requirement to have at least **two other people** listed on your child's Emergency Form along with the parents/guardians. It is also recommended that you list at least three people who can pick up your child from the KUCCDC in the event of an emergency.

3. Registration fee and the first month's tuition deposit (Registration Fees are non-refundable)

4. Universal Child Health Record Form and Immunization Record – The State of NJ requires that children must have immunizations including the flu shot to attend childcare; unless they have religious exemption. No child will be admitted without an up-to-date immunization record or letter stating religious exemption



Kean University's Child Care and Development Center Policies

Dear Kean Family,

Thank you for your interest in the Kean University Child Care and Developmental Center. We hope to provide your child with appropriate care during your time at the University, whether as a student, employee, alumni or community member. However, there are several policies that you must consider before pursuing the process of enrollment:

1. Children must be 2.5 years old before they enroll. (Potty training is preferred but is not necessary for enrollment)
2. Children who turn five (5) before October 1st are not eligible. They are expected to enroll in a public or private kindergarten program.
3. Because we are a full day program, children who need after- school care may not attend the child care center except when enrolled in the evening program which begins at 4:15pm
4. We do not provide drop in service for siblings or other children not enrolled in the daily program. We can not accommodate other children during school holidays.
5. Children are learning all the time, but our day begins at 9:15 with morning meetings and setting the plan for the day. You must be able to sign your child in by 9:15 each day of his/her experience. Late comers disturb the flow of the program. Parents of late comers will be asked to wait outside the classroom until morning meetings are over.
6. Children must be signed out by 5:10 p.m. for the day program and 7:45 p.m. for the evening program. (Late charges will apply after school schedule hours)



7. In the event of an emergency parents must be reachable. Emergency contact numbers for parent(s) is required and at least 2 other trusted individuals.

8. Our schedule may vary by semester, or by University schedule. You must be able to adjust your schedule when the hours or days of service change.

9. We offer a developmentally appropriate and child centered curriculum which requires the child to attend regularly for at least 3.5 hours per day.

10. It is required that each parent support the center, by attending and participating in the Parent's Association.

Other information in the Parent Guide will detail aspects of our program. We hope you will choose the Kean University Child Care and Development Center for your child's preschool experience,

I have read and agree to the above policies and wish to pursue the application process.

Signature

Print Name

Date

Office Notes:
