

The Clifton Little School

391 Broad Street, Clifton, NJ 07013

(973) 278-0505

Dear Parents,

Thank you for visiting The Clifton Little School. In this packet you will find the following information for our BABY BEARS -infant program:

- ② REGISTRATION FEE
- ② SECURITY DEPOSIT
- ② TUITION FEES

- ② GENERAL INFORMATION
- ② SUPPLY LIST
- ② DAYS OFF

The enclosed information should answer many of your questions. If you have any other questions, please feel free to call me.

Thank you,

Jennifer Azqueta
Director

**REGISTRATION FEE
SECURITY DEPOSIT
TUITION FEES**

There is a non-refundable registration fee of \$75.00 due at the time of registration. In addition, a two week NON-REFUNDABLE security deposit will be required. This deposit will be applied as payment of your child's LAST two weeks of school.

If our service is to be discontinued for any reason, 2 week's notice is required. Without the 2 week's notification, the security deposit will not be refunded. No monies will be returned.

Tuition is payable in advance, and is due every other Friday. A tuition statement will be put in your child's folder the week of payment due.

A \$25.00 late fee will be added to your account for every 5 days that your tuition is late. Late fees must be included with your next tuition payment.

If payment is not received within 10 days of the due date, your child will not be able to return to school without full payment.

If a check is returned, all bank charges will be the parent's responsibility.

Our business hours are 7:30-6:30, Monday- Friday.

Children attending school the whole year are entitled to one week vacation. (Does not apply to those off throughout the summer)

All Key-scans must be returned on your child's last day of school. There is a \$25.00 fee for all those not returned or lost.

TUTION WILL INCREASE \$1.00 A DAY EVERY SEPTEMBER

TUITION

Weekly Attendance Prices: (Infant – 2 ½ year old)

1 DAY	2 DAYS	3 DAYS	4 DAYS	5 DAYS
\$50.00	\$100.00	\$150.00	\$200.00	\$245.00

Dear Parents,

Here at The Clifton Little School, we are delighted to share in this voyage of the tender childhood years. We realize the importance of finding a nurturing, trust worthy, and caring facility for your infant. We strive to make this possible.

The following is a guideline to help you with your child's first day of school:

- PACK & PLAY
- DIAPERS (whole package)
- WIPES (whole package)
- SMALL BLANKET & CRIB SHEET (sent home weekly to be washed)
- BOTTLES/SIPPIE CUPS (sent home daily)
- EXTRA CLOTHING (shirts, pants, onesies, socks)
- BIBS
- WASHCLOTHES
- COPY OF UPDATED IMMUNIZATIONS and UNIVERSAL HEALTH FORM
- INFORMATION ON CHILD'S GENERAL SCHEDULE (paper or index card)

PLEASE REMEMBER TO LABEL EVERYTHING.

FOOD/LUNCH

Formula can be powder, breast milk, or liquid. Please remember to bring in a gallon of water for all powdered formula. Formula can be heated in the microwave or bottle warmer. (Please inform teacher) All boxes of cereal, jars of baby food, and snacks can be brought in weekly. Lunches will be heated, if needed. Please be sure to cut up all foods at home and LABEL all belongings.

DAILY SHEETS

All infants will receive a daily activity sheet that will include all diaper changes, naps, and feedings. In addition, a supply sheet will be sent home weekly as a reminder of supplies needed for your infant.

DROP OFF/PICK UP

All parents are required to sign their child In/Out daily. Sign In/Out Sheets are located in the hallway.

FOLDERS

Folders are located in the classroom. They should be checked daily. Folders will include: letters to parents and tuition statements.

IMMUNIZATIONS

Students MUST be up to date on ALL of their immunizations. It is the parent's responsibility to submit a copy of your child's immunizations on his/her first day of school and every time they receive new vaccinations.

FLU VACCINES

All children 6months-5 years MUST receive their FLU vaccine every season (9/1-12/31). If your infant turns 6 months old before 3/31, he/she must still get the vaccine for the season