



77 Jay Street, Clifton, NJ 07013 Tel: 973-279-1203, Fax: 973-279-0126 E-mail: jinaschool@verizon.net Web: www.jinaschool.com

Welcome to Jin-A!

Thank you for enrolling your child in our program.

Since Jin-A is a state certified center, we are obliged to follow NJ state regulations and procedures.

- 1. Please find the enclosed yearly calendar.
- 2. Please fill out registration forms (Registration Form, Enrollment Agreement, Medical Authorization Form, Pre-Enrollment Questionnaire and Inclusion and Exclusion Plan) and return them with a \$100 registration fee to the office.
- 3. Please read the Family Handbook and check each policy on the Enrollment Agreement Form.
- 4. Universal Health Record has to be signed by your health care provider. (Record must have been signed in the last 6 months) Please ask them to attach the copy of Immunization record.
- 5. Jin-A is not able to give any medication (prescription and non-prescription) without written permission form from Parents and directions from a healthcare provider. If it is necessary please fill out the Emergency Medication Plan with parents and doctors signatures.
- 6. If your child has Food Allergy or Asthma, please ask your doctor to fill out Action Plan. Forms are available at the office or Jin-A website.
- 7. We communicate with parents by e-mail weekly. Please write your e-mail address clearly on the registration form and update promptly.
- 8. A two-week trial period is given for any new enrollee before acceptance into the program.
- 9. Please read Payment Policy on the Tuition Schedule to avoid extra fees for late payment, vacation and withdrawal. (or Family Handbook page 9, 10)

Thank you for your cooperation. If you have any questions please do not hesitate to call us at 973-279-1203.



Jin-A Office



Jin-A Pre-K Calendar 2024-2025



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	Sep	oter	nbe	er 2	024	4		00	ctol	ber	20	24			No	ven	nbe	r 20)24	ł		Dec	cen	nbe	r 2()24	
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8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19		21			22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
	Ja	nua	ary	20	25			Fe	bru	ary	20	25			N	lard	ch 2	202	5			/	Apr	il 20	025	;	
Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	1/1	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
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	l	Ma	y 20	025	5				Jun	e 2	025	5				Jul	y 20)25	í.			A	ugu	ust 2	202	5	
Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	A	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31		1000	24	25	26	27	28	29	30
																					31	9/1	9/2	9/3	9/4	9/5	9/6

- Sep. 2 Labor Day (closed)
- Sep. 3 First Day of School
- Nov. 28, 29 Thanksgiving Recess (closed)
- Dec. 25, 26, 27..Christmas Day off (closed) Jan. 1New Year's Day off (closed)
- Jan. 2School Re-opens
- Feb. 17President's Day (closed)
 - (Teachers Training)

Apr. 18 Good Friday (closed) May 26 Memorial Day (closed) Jun.13 Graduation Jun.13 Last day for 10 month Program Jul. 4 Independence Day Aug. 18 ~ Sep. 1. Teachers Training (closed) Sep 2...... First Day of New School Year

(This includes 4 snow days that need not be made up)

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Registration Form

Child's Name			Sex						
Birth Date	Ethnicity	Rel. Affiliation	Rel. Affiliation						
Home Address		Home Phone							
Company Name		Work Phone Cell Phone							
Mother's Name (Legal G	uardian)	Work Phone Cell Phone							
Person authorized to ass Name Home Phone	ume responsibility for the Relatio Work Phone	child if parent is not available onship with family Cell Phor	ne						
Child's Doctor Address		Phone							
Other children in your far Name	nily	Date of Birth	Sex						
Enrollment (circle)	Year round program	10 Month program	Summer only						
Full day: Mo	Tu We Thu Fri	Half day: Mo Tu	u We Thu Fri						
Early Care (7:30-	9:00am) Late Care (5	:00-6:00pm) Early & Late	Care (7:30am-6:00pm)						
Name	bllowing people to pick up Relationship Relationship	Phone Phone							
By my signature, I attest		Phone							
* That the above informa	tion is correct.								

- * That in the event of a medical emergency, I authorize Jin-A Child Care Center to seek emergency medical care for my child as deemed necessary by the director or administrative assistant.
- * That I have received and read the Parents Handbook.
- * That my child is in good health and has no restrictions.

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Enrollment Agreement

Child's	Name	
	INALLE	

Date of Birth

I hereby grant permission for my child____ to participate in all of

the activities of Jin-A Child Care Center and to use all the play equipment with no restrictions.

Financial Agreement

I agree to give one month's (four weeks) notice if I plan to withdraw my child. If I fail to give proper notice, I understand I am liable to pay one month (four weeks) after my child withdraws.

I have received the center's tuition schedule and agree to pay tuition on time. I also understand that, if my child stays beyond scheduled hours I will be charged additional fees.

I understand that if my payment is delayed for more than five working days I will be charged a late fee. After four weeks of delayed payment the child will not be able to attend Jin-A Child until all fees are paid.

I understand that any outstanding tuition bill after two months of termination will be collected by a collection agency at my cost.

By enrolling my child at Jin-A, I will become a member of the Jin-A Parents Association. I will attend the parent's meetings and information sessions. I also will be responsible to support the Parents Association by raising a minimum of **\$100** (net/per school year) per child or make an equivalent cash donation.

Policies (See Parent's Handbook Page 16 to 32.)

I, the undersigned, have received and read the Parent's Handbook and agree to comply with the policies and regulations. In particular I have read: (*Please check each policy)

- ___Release / Waiver for Surveillance Health and Safety Policy
- Philosophy of Discipline __Assessment Policv
- __Arrival and Pickup Policy
- Information to Parents Social Media Policv
- ___Termination Policy
 - Technology Policy

__I will notify the office in case I need more explanation or translation.

Information and Authorization

__l agree that my child's medical information may be shared among staff/teachers/emergency contacts and posted in designated areas of the classroom as necessary.

I give permission for my child to be screened for development.

__I give permission to use my child's picture and work for school related documentation and publications (Jin-A website, documentations, yearbooks, news paper articles).

__I will inform Jin-A Child Care Center if there are any changes in the information of my registration packet and promptly update any phone numbers and medical information.

Also, in keeping with New Jersey's licensing requirements, we are obliged to provide you, the parent, with this informational statement.

The statement highlights, among other things: your right to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Child Abuse Hotline at 1(877) NJABUSE.

Parent/Legal Guardian # 1			
	Print Name	Signature	Date
Parent/Legal Guardian # 2			
•	Duint Name	Ciana atuma	Dete

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Medical Authorization Form

Medical Authorization For	Child's Name		
I, the undersigned parent or gua Jin-A Child Care Center, into wh medical treatment or hospital ca licensed under the provision of th Dental Practice Act. I further authorize Jin-A Child Ca Care Center staff, should hospital	rdian, having legal custo ose care said minor has re to be rendered to said ne Medical Practice Act are Center to have said r	been entrusted, to consent t d minor upon the advice of a or by a dentist licensed unde minor released into the custo	o any emergency physician or surgeon r the provisions of the
This form is to be used only in a	IN EMERGENCY, when	I am unable to be contacted.	
Ongoing Medication use Health problems (asthma	r food by Child a, heart condition, seizur	es, diabetes, sickle cell. Etc	
Other comments			
Child's Health Care provider Name Address		Phone	
Child's Health insurance Name of Insurance Plan		Policy #	
Subscriber's Name		Member ID #	
List preference for transportation for all transportation charges) Hospital preference: 1 st choice_	-		
Emergency contact to whom chi Name & relationship	•	•	
Home Phone			
As parent/guardian, I give consel I authorize Jin-A Child Care Staf provider and emergency contact I give consent for the emergency I understand I will be responsible	f to contact and share h t if it is considered nece contact person listed a	ealth information with both m ssary. bove to act on my behalf unti	y child's Health Care
Parent/Legal Guardian # 1			
Parent/Legal Guardian # 2	Print Name Print Name	Signature	Date Date
		Signature	Dale
Home Phone	Mom (work)	(cell)	
Other Phone	Dad (work)	(cell)	

UNIVERSAL CHILD HEALTH RECORD

Endorsed by:

American Academy of Pediatrics, New Jersey Chapter New Jersey Academy of Family Physicians New Jersey Department of Health and Senior Services

	SECT	ION I -	TO BE COM	PLE	TED BY	PARENT	(S)			
Child's Name (Last)			First)		Gende	r		Date of E	Birth	
							Female		/	/
Does Child Have Health Insurance?	P If Yes,	Name of	Child's Health	Insu	Irance Ca	rrier				
Parent/Guardian Name	·		Home Teleph	Home Telephone Number Work Telephone/Cell Phone Nu					II Phone Number	
Parent/Guardian Name		Home Telephone Number Work Telephone/Cell Phone N					II Phone Number			
I give my consent for my chil	d's Health Care	Provider	and Child Ca	re P	rovider/S	chool Nurs	se to d	iscuss the i	nforma	tion on this form.
Signature/Date								orm may be r		d to WIC.
								Yes	No	
	SECTION II -	TO BE (COMPLETED	B	Y HEALT	H CARE I	PROV	IDER		
Date of Physical Examination:			Results of	of ph	ysical exa	mination no	ormal?	Yes	S	No
Abnormalities Noted:						Weight (m				
						within 30 Height (m				
						within 30	days fo	or WIC)		
						Head Circ		ence		
						<i>(if <2 Yea</i> Blood Pre	,			
						(if <u>></u> 3 Yea				
IMMUNIZATIONS	6		unization Reco							
	-		Next Immuniz							
Chronic Medical Conditions/Related	Surgeries	Non	MEDICAL CO		omments					
List medical conditions/ongoing concerns:		_	ial Care Plan							
Medications/Treatments List medications/treatments: 		None None None Atta	ial Care Plan	Co	omments					
Limitations to Physical Activity List limitations/special consider 	rations:	None Spece	ial Care Plan	Co	omments					
Special Equipment Needs List items necessary for daily a 	activities	Non	e sial Care Plan	Co	omments					
Allergies/Sensitivities List allergies: 		None	e cial Care Plan	Co	omments					
Special Diet/Vitamin & Mineral Supp • List dietary specifications:	plements	None	ial Care Plan	Co	omments					
Behavioral Issues/Mental Health Dia List behavioral/mental health is		None	ial Care Plan	Co	omments					
 Emergency Plans List emergency plan that might the sign/symptoms to watch for 		None	ial Care Plan	Co	omments					
			NTIVE HEAL	.TH	SCREE	NINGS				
Type Screening	Date Performed	b	Record Value	_		Screening	1	Date Perfor	med	Note if Abnormal
Hgb/Hct					Hearing					
Lead: Capillary Venous TB (mm of Induration)					Vision Dental					
Other:					Developr	nental				
Other:					Scoliosis					
I have examined the abo participate fully in all child	care/school act			ical	educatio	n and com	petitiv			
Name of Health Care Provider (Prin	it)			Hea	Ith Care Pr	ovider Stam	ıp:			
Signature/Date										
CH-14 SEP 08 Distrib	ution: Original-Ch	ild Care F	rovider Copy	-Par	ent/Guardi	an Copy-l	Health	Care Provide	r	





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EMERGENCY MEDICATION PLAN

JCCC is not able to give any medication (prescription and non-prescription) without written permission from parents and directions from a healthcare provider.

Name of Child _____ Date of Birth_____

***FEVER ACTION PLAN**

Due to past seizures, other medical conditions, or distance of parent's work from childcare facility, Jin-A Child Care request a standing prescription for fever reducing medication. Medications should be brought to the office.

Temperature	Medication	How Much	How Often/When
100°F			
101°F			
102°F			
103°F			
Physician's Na	me	Phone#	
Physician's Sig	Inature		Date
, .			* valid one year
I give permissi	on for my child to receive	e the above named medication	on(s) as prescribed.
Parent / Guard	ian's Name	phone	#
Parent / Guard	ian's Signature		Date
	J		* valid one year
			,

OTHER

Jin-A Child Care requests parent's permission for the following over-the-counter medications. Medications should be brought to the office.

I give permission for my child to have his/her own sun lotion and sun protection applied.

____ I give permission for my child to have his/her own **diaper cream** applied.

Parent / Guardian's Name	phone#
Parent / Guardian's Signature	Date
	* valid one year



www.jinaschool.com



INCLUSION AND EXCLUSION PLAN / DISMISSAL OF CHILDREN (POLICY) (REGARDING, but not exclusive to COVID-19 PANDEMIC)

We understand families' level of concern during this time regarding the potential impact of the novel coronavirus (COVID-19) in our community. As the school re-opens, we ask that your child be well enough to participate in the full program, including outdoor play.

Parents and families must be <u>diligent in preventing the spread of the disease by monitoring children and</u> <u>following these guidelines</u>. We will continue to maintain regular communication and collaboration between the teachers and the parents to best serve the interests of the students.

A. Please see the following guidelines for Jin-A's plans for re-opening:

- Daily health checks of each child will be performed on arrival each day. Staff will objectively determine if the child is ill or well. Staff will determine if children with mild illnesses, allergy-related symptoms, or non-COVID 19 symptoms can remain in care or need to be excluded.
- Staff will notify the parent/guardian when a child develops new signs or symptoms of illness.
- Parent/guardian notification will be immediate for emergency or urgent issues.
- Staff will notify parents/guardians of children who have symptoms that require exclusion, and parents/guardians should remove the child from the child care setting as soon as possible.
- For children whose symptoms do not require exclusion, written notification from the pediatrician by the parent/guardian is required.

B. Temporary exclusion is recommended when the child has any of the following conditions:

- 1. A severely ill appearance—this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash.
- 2. A cough with fever, rapid or difficult breathing, and/or wheezing
- 3. Fever (temperature >100.0°F [37.8°C] by any method) with a behavior change
- 4. The illness prevents the child from participating comfortably in activities.
- 5. The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.

C. PROCEDURES:

- 1. For a Child Who Requires Exclusion while on Jin-A's campus, the caregiver/teacher will:
 - Make decisions about providing care 6 feet apart that is comfortable for the child while awaiting parent/guardian pickup on a case-by-case basis, considering factors such as the child's age, surroundings, potential risk to others, and type and severity of symptoms the child is exhibiting. (The child will be supervised by someone who knows the child well and who will continue to observe the child for new or worsening symptoms.)
 - If symptoms do not allow the child to remain in his or her usual care setting while awaiting pickup, the child should be separated from other children by at least 6 feet until the child leaves to help minimize exposure of staff and children who were not previously in close contact with the child.

- All who have been in contact with the ill child should wash their hands. Toys, equipment, and surfaces used by the ill child should be cleaned and disinfected after the child leaves.
- Discuss the signs and symptoms of the illness with the parent/guardian who is assuming care.
- Contact the local health department if there is a question of a reportable (harmful) infectious disease in a child or staff member in the facility. If there are conflicting opinions from different primary care providers about the management of a child with a reportable infectious disease, the health department has the legal authority to make a final determination.
- Document actions in the child's file with date, time, symptoms, and actions taken (and by whom); sign and date the document.
- In collaboration with the local health department, notify any parents/guardian/staff with contact to the child with presumed or confirmed reportable infectious disease.
- Symptom-based precautions require <u>at least 10 Days have passed since symptoms</u> attributed to COVID-19 first appeared <u>AND</u> at least **3 days** symptom-free.
- Testing-based precautions require <u>at least two negative specimens</u> AND resolution of fever (without use of fever-reducing medication), AND improvement in illness signs and symptoms.

2. Conditions/Symptoms That Do Not Require Exclusion:

- Seasonal allergies;
- Common colds;
- Runny noses (regardless of color or consistency of nasal discharge);
- Watery, yellow or white discharge or crusting eye discharge without fever, eye pain, or eyelid redness; or
- Yellow or white eye drainage that is not associated with pink or red conjunctiva (e.g., the whites of the eyes).

3. Preventative Measures and Monitoring:

- During drop-off and pick-up, we ask that parents do not come inside the classrooms;
- Wear cloth masks or face coverings;
- Temperature scans of students will be conducted daily;
- Clean hands often using soap and water or alcohol-based hand sanitizer;
- Avoid people who are sick (coughing and sneezing);
- Clean and disinfect high-touch surfaces (several times per day) in common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks);
- Launder items daily including washable plush toys as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.
- 4. In the event of confirmed person with COVID-19, Jin-A Child Care Center will follow the CDC's guidelines for reporting to the Local Health Department, who will determine time (if any) for closure.

D. Release of and Waiver from Liability

This Release of and Waiver from Liability ("Release") is executed by the parent(s) in favor of Jin-A Child Care Center, Inc., their directors, officers, employees, and agents and releases liability in the event of infection of diseases contracted at Jin-A on the premises located at Jin-A Child Care Center, 77 Jay Street, Clifton, NJ 07013.

- 1. **Release and Waiver:** The parent(s) hereby release and forever discharge and hold harmless Jin-A Child Care Center from any liability, loss, cost and expense (including, without limitation, attorneys' fees and costs) arising from or connected with the COVID-19 in connection with staff, parents or other classmates at Jin-A Child Care Center, 77 Jay Street, Clifton, NJ 07013.
- 2. **Assumption of Risk:** The Director of Jin-A Child Care Center has posted all necessary signage at the site (77 Jay Street, Clifton, NJ 07013) advising that the premises are being disinfected on a regular basis, hand washing policies are consistent with CDC recommendations, and children who exhibit symptoms are asked to stay home.
- 3. **Execution:** Upon signing the Enrollment Agreement, you acknowledge that you will also inform other family members, or authorized person(s) who pick up your child, about the need to protect staff, parents and children at Jin-A Child Care Center.

Upon signing this Exclusion / Inclusion Policy, you declare that you have read this Release and its contents of your free will and accord. The laws of the State of New Jersey govern this Release of and Waiver from Liability.

PRINTED NAME OF STUDENT

I, ______, have been notified of the policies and procedures (CLEARLY PRINT PARENT'S NAME)

of Jin-A's Exclusion and Inclusion plan. My signature further acknowledges I will hold Jin-A Child Care Center, and all of its agents harmless and assume sole responsibility to manage these risks with my personal primary care provider.

PRINTED NAME

Signature





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PRE-ENROLLMENT QUESTIONNAIRE

(Updated May 2018)

Name:

Please answer all questions; with more information we can better understand your child.

<u>Arrival</u>

What time will you usually arrive at the center?

Family

What are the names and ages of other children in your family/home?

What are the names of adults who live in your home and their relationship to your child?

Provide any additional information that would be helpful to your child's teacher.

<u>Family Culture</u> (If relevant, this information will help us support your child's cultural identity) With which culture(s)/ethnicity do you most closely associate yourself/your family?

Would you be willing to present a cultural/ethnic story, song, or food to your child's class?

What heroes/celebrations could we include that would represent and support your home culture?

Does your family celebrate birthdays? Yes / No

<u>Health</u>

Does your child have any food allergies or sensitivities?

Are there any foods you don't want your child to eat?

Does your child have any health problems that we should be aware of?

<u>Home Language</u>

A. What language do family members use when speaking to the child in the home?

1	2	3	4	5
Only English	Mostly English but sometimes home language	Both equally	Mostly home language but some English	Only home language (not English)

B. What language does the child use when speaking to family members in the home?

N/A	1	2	3	4	5
Not applicable	Only English	Mostly English but sometimes home language	Both equally	Mostly home language but some English	Only home language (not English)

If your child's primary language is NOT English, please provide a list of the 10 most important words the teacher should know in that language (with translation).

Home Language:	Translation
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Eating Routines

Is your child still breastfeeding? If yes, please explain your feeding plan.

Is your child using a Sippy cup? Yes/No

What are some of your child's favorite fruits and vegetables?

Does your child have any eating difficulties?

What are your lunchtime/eating goals for your child this year? (*etiquette, self-help skills, food amount, new foods*).

Sleep Routines

Does your child nap? Yes / No

If yes, describe any sleep difficulties (*bedwetting, nightmares*) or special sleep needs (*blankets, pacifiers, specific room lighting*).

When does your child usually sleep? For how long does he or she usually sleep?

What helps your child fall asleep?

What are your rest time expectation for your child this year?

Toileting

Has your child learned to use the toilet independently? Yes / No

If yes, does your child need assistance with toileting (needs reminders, needs wiping)? Please explain.

If no, are there any special instructions for diaper changes or toilet training?

What special words are used for toileting habits?

 Urine
 Bowel Movement/Stool

 Vagina
 Penis

 Other
 Other

What are your toileting goals for your child this year?

<u>Social</u>

Does your child prefer playing alone or with other children?

How do you play with your child?

Has your child been cared for outside the home? (childcare, nanny)?

How does your child respond to new situations away from his/her family?

Has your child experienced any losses recently? If yes, how did he/she respond?

Describe your most common method of guidance/discipline.

What are your social goals for your child this year?

Child's Activities

Check the types of activities that your child enjoys:	Check the activities for which your child takes responsibility at home:
Books	Toy cleanup
Paper, pencils, crayons	Dressing
Scissors, paste, glue	Household tasks
Puzzles	Hygiene (brushing teeth, bathing)
Balls, jump rope, tricycle	Other (please describe)
Lego, tinker toys, take-apart toys	None
Trucks, trains, cars	
Blocks	
Dolls, dress-up, dishes	
Water, sand, play-dough	
Other (please describe)	

Departure

What time will you usually come to pick up your child?

Additional

Comments or concerns your child's teacher should know?