



## Boys and Girls of Clifton



# Gingerbread House Daycare

181 Colfax Avenue  
Clifton, NJ 07013

Tel: 973-773-2697 Ext. 143

www.bgccifton.org

Hours: Monday through Friday  
7:30AM to 6:00PM



### For Children:

2 ½ -4 years old  
and fully potty-trained



### Daily Schedule (Flexible):

7:30-9:00	Arrival & Free Play
9:00-9:45	Circle Time
9:45-10:00	Snack
10:00-11:00	Work Time
11:00-12:00	Indoor/Outdoor Play
12:00-12:45	Lunch
12:45-2:45	Nap/Rest Time
2:45-3:15	Wake Up/Snack
3:15-4:45	Structured Activities
4:45-6:00	Free Center Play



### Daily Activities include:

1. Dramatic Play - dress up clothing, play food, etc.
2. Block Center - building with Legos, blocks, etc.
3. Library - exploring books, felt board stories, etc.
4. Science Center - using magnifying glasses, magnets, etc.
5. Arts & Crafts - painting, cutting, gluing, etc.
6. Music - singing songs, playing instruments, etc.
7. Engaging Gross Motor Skills - (using large muscles) running, skipping, jumping, etc.
8. Developing Fine Motor Skills - (using smaller muscle groups) name writing, cutting, etc.
9. Water Play - discovering volume and capacity using buckets, funnels, etc.
10. Technology - learning through use of iPad and SMARTboard interaction

### Teacher Qualifications:

- All full time teachers are state certified
- All teachers are CPR and First Aid certified

### Tuition:

\$650 a month plus a \$40 yearly membership to the Boys and Girls Club of Clifton

#### Part Time Options:

- Half Day: Monday-Friday 7:30 AM-12:30PM (\$450)
- 4 Full Days (\$550) / 3 Full Days (\$450)

(Children in our part time program are LOCKED into the selected days. THERE ARE NO MAKE UP DAYS. There is a \$30 fee for any extra days needed.)

Tuition is due the first of every month with a grace period of five working days

- **Cash**- Please hand money to a teacher and wait while the money is counted.
- **Check**- Make checks payable to the Boys and Girls Club of Clifton. Please write child's name in the memo space.
- **Credit/Debit Card**- Pay in the Early Childhood Office
- **4C's Program**- It is your responsibility to swipe your child in and out every day, with the card 4C's provides you, in the Early Childhood Office. Failure to do so will result in a \$5 fee per day. Unfortunately, your child will not be allowed to attend school until payment is received.

Failure to pay tuition on time will result in a \$25 late fee. Tuition received after the 15<sup>th</sup> of the month will result in a \$50 late fee.

### Income Eligibility:

In order to qualify for reduced rate tuition you must provide us with the following information:

- Completed Gingerbread House Day Care Center Application
- Copy of previous year Income Tax Return
- Welfare Pink Slip or Medicare Card

Please note, without this information, we cannot consider your child for reduced rate!





### Attendance Procedures:

For everyone's safety, when dropping off, please park in a parking spot. **DO NOT PARK ALONG THE CURB!**

- Once in the building, scan your child's ID and your parent key tag at the front desk. If you are new to our program, we will provide you with a parent key tag and your child's ID card as soon as possible.
- In the classroom, when signing your child in or out, please specify the time. It is a state requirement!
- All parents need a security key tag to enter classrooms. Each key tag requires a deposit of ten dollars. Key tags may be purchased in the Early Childhood office.
- Parents must provide information if someone other than a parent is authorized to pick-up child.
- If your child is absent, please call to inform us. Any student absent more than 5 days due to illness shall not be readmitted without a doctor's note.

### Inclement Weather:

Whenever Clifton Public Schools close due to inclement weather, we **ALSO CLOSE**

- We **WILL NOT** notify you by phone
- Anytime after 5:30AM you may either log on to [WWW.CLIFTON.K12.NJ.US](http://WWW.CLIFTON.K12.NJ.US) or watch television channels 5, 12, or 77 and look for Clifton Public Schools Closings.
- When public schools have a delayed opening, we open our regular time.
- Download the Boys & Girls Club of Clifton app on iPhone and android
- In the event that school is in session when the weather becomes inclement, we will notify you by phone of an early closing and pick up time.

### Nap Time:

It is not required for your child to sleep, but he or she must rest quietly.

- Send in only a crib size sheet, small blanket, and very small pillow. All bedding must be able to fit flat into our XXL Hefty bags
- Bedding needs to be sent home every Friday according to the State Policy

### Toy Policy:

Toys, stuffed animals, hand held electronic games, etc. are only permitted in school on Show & Tell days. Your cooperation in this matter is greatly appreciated!



### Late Fee Policy:

We close at 6:00PM. Pick up after 6PM will result in a late fee of \$1.00 per minute.

- We will use our cell phones as the 'official time'.
- In the event you are late, the late fee **MUST** be paid the following day.
- Unfortunately, your child may not attend our center until payment is received.



### Snack and Lunch:

We provide juice/milk, cookies, cheese & crackers and cereal for snack twice a day.

- Parents must provide lunch in a lunch box, **NO BACKPACKS.**
- We do not heat lunches, please use a thermos for hot items.
- If your child's lunch requires a spoon or fork, please send one in. We do not supply utensils.

### Child's Safety:

It would be preferred for your child to wear sneakers or closed toe shoes. For safety reasons, no sandals or flip flops!

### School Calendar:

We are open all year long with the exception of the following holidays:

President's Day	Good Friday
Memorial Day	Independence Day
Last week in June	Last week in August
Thanksgiving Day & Friday	Christmas/New Year

\*Dates Subject to Change

### For the New School Year:

Send in a change of clothes for your child.  
Be sure to label everything.

### Gingerbread House Camp:

- 8 Week summer program
- Hours are 7:30AM-5:30PM
- Includes a weekly field trip
- 3 year olds weekly sprinkler fun
- 4 year olds weekly swimming lesson

If you have any further questions please feel free to call us at (973)-773-2697 Ext: 143. We will be glad to help you!

Open Door Policy - We are here to speak to you in regards to your child at any time!

