

Time Out For Parents

2020 - 2021



**Non-profit Pre-School for
Babies and Toddlers**

Established in 1982

Fully licensed by State of N.J.

Department of Children and Families

The Presbyterian Church
in Westfield
140 Mountain Avenue
Westfield, N.J. 07090
(908) 233-0301

Mary Danskin, Director
(908) 654-5157 or
mkdanskin@comcast.net

Mission Statement:

Time Out for Parents ("TOPs") offers quality childcare and a preschool experience for children six months to three years, one or two mornings a week. Within a caring and secure environment, the children are provided with developmentally appropriate activities that promote language and basic social skills through interactive and creative play.

Brief History:

The Presbyterian Church in Westfield established TOPS in 1982 as a non-profit mission to give parents in the community consistent childcare one morning a week. Today TOPS works closely with the Presbyterian Nursery School to provide families with a continuing early childhood and play-based educational experience.

TOPs is licensed by the N.J. Department of Children and Families. The staff receives professional development offered by NAEYC, Coalition of Infant & Toddler Educators, and certified educators that specialize in CPR, first aid and special education.

Age Groups and Days Offered:

**6 months -23 months
Room 104**

Monday and Wednesday
8:50 – 11:20 a.m.

**2 years – 3 years
Room 103**

Monday and Wednesday
8:50 – 11:20 a.m.

**2 years – 3 years
Room 104**

Tuesday and Thursday
8:50 – 11:20 a.m.

Features:

- **Small class size:**
11 children with 3 teachers for infants and toddlers.
13 – 15 children with 3 teachers for 2 & 3-year olds.
- **Playground directly outside classroom that overlooks Mindowaskin Pond.**
- **Staff will change diapers and assist with toilet training in adjoining bathroom.**

Program provides:

Individual care. Staff directed activities. Supervised free play with age-appropriate toys and equipment. Social-emotional guidance. Story & circle time. Creative arts. Music & movement. Outdoor play. Indoor gym for inclement weather. Healthy snacks. Priority placement for PNS&K the following year.

Instructions for Parents:

Park in the Church parking lot and walk your child into the classroom.

Plan to arrive on time. Let your child stay the full 2.5 hours. Early dismissal upsets the remaining children. After the first week of class, make your goodbyes brief.

Notify the staff if someone other than yourself will pick up your child.

Children must meet current immunization requirements and submit proof they have received the flu vaccine by Dec. 12, 2020.

Notify the staff if your child has allergies or is receiving speech or physical therapy.

What to Bring:

Each child should bring a labeled diaper bag or backpack with a diaper, change of clothes and bottle or sippy cup. Rubber soled shoes should be worn. As weather changes, labeled warm jackets, hats and mittens are necessary for outdoor play.

Application Information

All checks should be made payable to:
The Presbyterian Church

Registration for the 2020-2021 school year is rolling. Applications should be mailed to TOPS Director, Mary Danskin at The Presbyterian Church, 140 Mountain Ave., Westfield, N.J. 07090.

A non-refundable application fee of \$50.00 must accompany the application.

Children may register for one or two days a week. Day and class preference should be indicated on the application. The cost for attending one day a week will be individually calculated for the semester. Tuition is figured by the actual number of classes that are available in each semester at \$40/day.

Confirmation of placement will be emailed within 24-hours. A wait list will be maintained throughout the year.

Tuition for each semester may be paid in full or prepaid in three installments. \$300 will be due by May 29, 2020. Half of the remaining tuition will be due on

the first day of TOPS and the rest by October 22, 2020.

Children enrolled in Semester I are guaranteed a place in Semester II. TOPS does not offer make up classes for sick or personal days. In case of inclement weather, at least one make-up class will be offered.

Only one application fee per family is required. No discount is given for siblings or church members. Tuition will be prorated at \$40/day for children placed during the school year. If a child withdraws from the program, a refund for unused classes will be given if TOPS Director is notified prior to October 30, 2020.

Cost and Calendar **2020 – 2021**

Non-refundable \$50.00 application fee

Semester I – 25 classes **Tuition \$1,000.**

Monday & Wednesday:
September 14 – December 16
No school: 9/28, 10/12, 11/25, 12/21-31

Semester I – 26 classes **Tuition \$1,040.**

Tuesday & Thursday:
September 15 – December 17
No school: 11/5, 11/26, 12/22-31

Semester II - 33 classes **Tuition \$1,320.**

Monday & Wednesday:
January 4 – May 19
No school: 1/18, 2/15-17, 3/29-31, 4/5, 4/28

Semester II - 35 classes **Tuition \$1,400.**

Tuesday & Thursday:
January 5 – May 18
No school: 1/26, 2/16, 3/30, 4/1