

Time Out For Parents

2021 - 2022



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

Established in 1982

Fully licensed by State of N.J. Department of Children & 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 two year old children 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 & Days Offered:

2 years—3 years Room 104

Monday and Wednesday

9:00—11:30am

Children must be at least 23-months in September 2021.

One or two days/week may be selected.

Features:

- **Small class size:**
 - ◊ **Ten children, Ratio 4:1**
- **Playground is directly outside classroom and 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 December 12, 2021.

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 labeled sippy cup. Rubber sole shoes should be worn. As weather changes, labeled warm jackets, hats and mittens are necessary for outdoor play.

Cost and Calendar 2021 – 2022

Non-refundable \$50.00 application fee

Semester I – 25 classes

Monday & Wednesday:

September 15 – December 20

No school :

10/11, 11/24, 12/22–31

13 Mondays, 12 Wednesdays = \$1,125

Semester II – 34 classes

Monday & Wednesday:

January 3 – May 18

No school:

1/17, 2/21, 2/23, 4/11–18

16 Mondays, 18 Wednesdays = \$1,530

Payment schedule for two days:

- *\$175 with application (including \$50 app fee)*
- *\$500 on first day of school, September 15*
- *\$500 by October 27*
- *\$330 deposit for 2nd semester by December 15*
- *\$600 by January 26, 2022*
- *\$600 by March 2, 2022*

Application Information

All checks should be made payable to:

The Presbyterian Church

Registration for the 2021–2022 school year is rolling. Applications should be mailed to TOPS Director, Mary Danskin, at The Presbyterian Church, 140 Mountain Avenue, Westfield, N.J. 07090. A \$50.00 non–refundable application fee must accompany the application.

Children may register for one or two days a week. Class preference should be marked. Tuition is figured by the actual number of classes that are available in each semester at \$45/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. \$175 should accompany application. (\$125 is tuition, \$50 is application fee). Half of the remaining tuition will be due on the first day of TOPS and the rest by October 27, 2021.

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 \$45/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 27, 2021.