

(908)252-1166 Fax (908)252-9119 ■ 757 US Highway 202/206, Bridgewater, NJ 08807 ■ (908)255-4247 Fax (908)252-9119 ■ 51 Route 206 Hillsborough, NJ 08844 ■

What happens when a mother of four (one of which is a preschool teacher), with a Ph.D. in Education driven by a passion for teaching children, gets together with a mother of three, who is a former chief-operating officer dedicated to providing her clients with the best possible product and service? A dream is born. This dream has become a reality with Stellar Academy, a cutting-edge early learning center. Stellar Academy was designed and built to provide the ultimate environment for a child's growth and development. An environment in which children establish a firm foundation for future success and happiness!

If you have read our literature or visited our website, you are familiar with Stellar Academy's philosophy to nurture the 'whole' child (social, emotional, intellectual and physical). Our *Learning Zones* ensure that each child is nurtured and challenged in a fun-filled atmosphere that is unique in child care. Staffed by caring and knowledgeable professionals, Stellar Academy is a premier child care learning center. You have made the best choice possible for your little one and we would like to welcome you into our family.

Included you will find forms that need to be completed and returned to us.

These items in **RED** must be returned ASAP to secure placement:

- 1. Early Education Agreement,
- 2. Payment for:
 - \$100 Registration Fee,
 - \$500 Deposit

These items should be returned at least one week prior to your child's start date.

- 1. Registration Form
- 2. Tuition Express Form (if you wish to utilize a credit card for Tuition Express, please add \$5 to the weekly tuition rate)
- 3. Parent Handbook Receipt (See Separate Link on Website)
- 4. If you want to use our caterer, Menu,
- 5. NJ's Universal Child Health Record with a copy of your child's latest Immunization Record,

PLEASE NOTE:

If your child has Allergies please ask the office for a:

- Special Care Plan - Severe Allergy Plan

If your child has Asthma or Reactive Airway Disease please ask the office for a:

- Special Care Plan - Asthma Treatment Plan

These items are for your information only. There is no need to return:

- 1. Photo Instructions
- 2. Food Facts,
- 3. Things to Bring,
- 4. School Calendar

Thank you again for choosing Stellar Academy. Our motto is true! "Stellar Academy - Learning Zones where intelligence thrives!"

Please feel free to contact us if you have any questions or comments. See you soon!



A PRIVATE PRESCHOOL FOR YOUR TALENTED CHILD

Registration Form

DATE OF ENROLLMENT:

Page 1

RETURN TO OFFICE

Child's Name	Gender M F Birthdate
Address	
City, State	Home Phone
Guardian 1 Cell Email	
Guardian 2 Cell Email	
FIRST GUARDIAN INFO	RMATION
First Guardian's Name Legal Gua	ardian–Relationship
Employer Ad	
Work Phone	
SECOND GUARDIAN INFO	DRMATION
Second Guardian's Name Legal Gua	
Employer Ad	uress
Work Phone	
OTHER INFORMAT	TION
Child lives with: Both Parents Mother/Father Legal Guardian Name/ages of other	r children living at home
If parents are divorced legal guardian(s) Mother Father Other Is di	vorce or legal guardian paperwork decree on file? YES NO
MEDICAL INFORMA	TION
Family Doctor Address	Phone
My child has ALLERGIES: NO YES List ALLERGIES:	
EPI PEN required: NO YES (If YES -physician must complete	e SEVERE ALLERGY PLAN- see office for a copy.)
MEDICAL NEEDS/CONCERNS: NONE: List MEDICAL NEEDS/CON	CERNS:
FOOD RESTRICTIONS: NONE: List FOOD RESTRICTIONS:	



Registration Form

Page 2

RETURN TO OFFICE

hild's Name	Nickname	Nickname				
	EMERGENCY MEDICAL TREATMENT					
I, (name of parent)	Agree to the administration of en	nergency medica				
reatment to my child, (name	of child), by a duly qualified health practiti	oner in my abser				
	ACADEMY to arrange for such emergency medical treatment until such time as I can	be present.				
	Any expenses incurred for the above will be my responsibility.					
gnature	Date					
gnature						
gnatureChild will mo	Date					
	EMERGENCY/ALTERNATE PICK UP PERSONS					
Child will most thers authorized to pick up are:	EMERGENCY/ALTERNATE PICK UP PERSONS	ENTS				
Child will most the sauthorized to pick up are: 1) Name	EMERGENCY/ALTERNATE PICK UP PERSONS st frequently be picked up by (Circle all that apply) GUARDIAN 1 / GUARDIAN 2 / BOTH PAR	ENTS				
Child will most authorized to pick up are: 1) NamePhone	EMERGENCY/ALTERNATE PICK UP PERSONS Set frequently be picked up by (Circle all that apply) GUARDIAN 1 / GUARDIAN 2 / BOTH PAR Relationship They can act "as a parent" in receiving information & making decisions concerning my child	ENTS YES NO				
Child will most to pick up are: 1) Name Phone 2) Name	EMERGENCY/ALTERNATE PICK UP PERSONS Set frequently be picked up by (Circle all that apply) GUARDIAN 1 / GUARDIAN 2 / BOTH PAR Relationship	ENTS NO				
Child will most to pick up are: 1) Name Phone 2) Name Phone	EMERGENCY/ALTERNATE PICK UP PERSONS Set frequently be picked up by (Circle all that apply) GUARDIAN 1 / GUARDIAN 2 / BOTH PAR Relationship They can act "as a parent" in receiving information & making decisions concerning my child Relationship They can act "as a parent" in receiving information & making decisions concerning my child	YES NO				
Child will most there authorized to pick up are: 1) Name Phone 2) Name Phone 3) Name	EMERGENCY/ALTERNATE PICK UP PERSONS Set frequently be picked up by (Circle all that apply) GUARDIAN 1 / GUARDIAN 2 / BOTH PAR Relationship They can act "as a parent" in receiving information & making decisions concerning my child Relationship	YES NO YES NO				
Child will most there authorized to pick up are: 1) Name Phone 2) Name Phone 3) Name Phone	EMERGENCY/ALTERNATE PICK UP PERSONS Set frequently be picked up by (Circle all that apply) GUARDIAN 1 / GUARDIAN 2 / BOTH PAR Relationship They can act "as a parent" in receiving information & making decisions concerning my child Relationship They can act "as a parent" in receiving information & making decisions concerning my child Relationship	YES NO YES NO				



Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express® – an automatic payment processing system that allows on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT and CREDIT CARD

I (we) hereby authorize (bus charges to the below refer Savings Account, indicate 10 days written notice. Cred matic payments. Check with	enced credit card acc d below (Section B). T it Union Members: Plea	o properly affect the can se contact your Credit U	cellation of this agr	reement, I (we) are re	necking or equired to give
SECTION A					
Cardholder Name		Ph	one #		
Cardholder Address	City	/	State		Zip
Account Number		Ex	piration Date		
Cardholder Signature		Da	ate		
SECTION B					
Your Name		Ph	one #		
Address		City	State		Zip
Bank or Credit Union Name					
Bank or Credit Union Address	City	State	Zip	Checking	Savings
Routing Transit Number (see samp	le below)	Account Nun	nber (see sample below))	· · · · · · · · · · · · · · · · · · ·
For Official Use Only	John Sample Mary Sample 123 Nice Street Anytown, USA	BANK 0 555-55		00226 A ser	rvice of
	Pay to the order of:	Attach Voided Chec	Φ	rs	
Employee Signature				nrc	ncare

1123456789

Routing Number

18003381

Account Number

0226

SOFTWARE®

Copyright Procare Software 10172014



Receipt of Parent Handbook

I acknowledge that I have received a copy of the Stellar Academy Parent Handbook and have read it thoroughly. I agree that if there is any policy or provision in the Parent Handbook that I do not understand, I will seek clarification from the appropriate management personnel.

Office of Licensing Receipt of Information

- 1. Information to Parents Document (Parent Handbook page 1)
- 2. Policy on Methods of Parental Notification (Parent Handbook page 6)
- 3. Positive Guidance and Discipline Policy (Parent Handbook page 8)
- 4. Policy on Dismissal/Expulsion (Parent Handbook page 10)
- 5. Policy on Diaper Ointment/Sunscreen (Parent Handbook page 17)
- 6. Policy on the Management of Communicable Diseases (Parent Handbook page 18)
- 7. Policy on Media Usage (Computers, Photographs, & Social Media) (Parent Handbook page 20)
- 8. Policy on the Release of Children (Parent Handbook page 25)

I have read and received a copy of the information/policies listed above. These policies and other important information regarding my child's enrollment at Stellar Academy can be found in the Parent Handbook.

hild/Children Name(s):
hild/Children Classes:
arent Name:
arent Signature:
rate:

Name:	Class:	Effective Date:

LUNCH MENU

Please check-off which days to order lunch.

Monday	Tuesday	Wednesday	Thursday	Friday
<u>Entrée</u>	<u>Entrée</u>	<u>Entrée</u>	<u>Entrée</u>	<u>Entrée</u>
Turkey & Cheese	Turkey Tacos	Chicken	Pasta	Pizza
Sandwich		Nuggets	Bolegnese	
			(Turkey meat sauce with lots of hidden veggies)	
Sides	Sides	Sides	Sides	Sides
Hummus &	Rainbow Bean	Sweet Potatoes	Breadstick	Carrots with
Cucumbers	Salad			Ranch
Dessert	Dessert	Dessert	Dessert	<u>Dessert</u>
Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit	Yogurt
VEGETARIAN	VEGETARIAN	VEGETARIAN	VEGETARIAN	VEGETARIAN
OPTION	OPTION Change Oversedille	OPTION Buttered Noodles	OPTION Cavatelli &	OPTION
Minestrone Soup	Cheese Quesadilla	Buttered Noodles	Broccoli	N/A
REGULAR	REGULAR	REGULAR	REGULAR	REGULAR
☐ VEGETARIAN	VEGETARIAN	☐ VEGETARIAN	VEGETARIAN	VEGETARIAN
	please	order lunch	as indicated	
	please D	ISCONTINUE	catering serv	/ice
	picase b		Jaconing 361	

\$5.00/meal

All menu changes will take effect the following week.

This menu selection will repeat until another form is completed. Modifications can be made at any time by completing a new form.

Your lunch fee will be added to your **TUITION EXPRESS** on a monthly basis.

There will be **NO credit given** for uneaten lunches due to absence other than notified vacations.



1/17/2024

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	<u> 10N 1 - 1</u>	O BE COME	LEIED B	PARENI(S)		
Child's Name (Last)		(F	First)	Gend	er Male	Date of Birt	/ /
Does Child Have Health Insurance? Yes No	If Yes,	Name of (Child's Health	Insurance Ca	arrier	•	
Parent/Guardian Name	1		Home Teleph	me Telephone Number Work Telephone/Cell Phone Number			
Parent/Guardian Name			Home Teleph	one Number		Work Telephon	e/Cell Phone Number
I give my consent for my chile	d's Health Care I	Provider a	and Child Car	re Provider/	School Nurse to	discuss the info	ormation on this form.
Signature/Date						form may be rele	
						□Yes ´ □l	
	SECTION II - 1	TO BE C	OMPLETED	RV HFAI	TH CARE PRO		
D . (D)	SECTION II - I	O BL O					
Date of Physical Examination:			Results o	f physical ex	amination normal		□No
Abnormalities Noted:			Weight (must k within 30 days	for WIC)			
					Height (must b within 30 days	e taken for WIC)	
			Head Circumfe	-			
					(if <2 Years)	,,,,,,,	
					Blood Pressure	е	
					(if <u>></u> 3 Years)		
IMMUNIZATIONS	3	=	ınization Reco				
			Next Immuniz				
Observation Madical Constitution (Deleted	10		IEDICAL CO				
Chronic Medical Conditions/RelatedList medical conditions/ongoing		☐ None	al Care Plan	Comments			
concerns:	g surgical	Attac					
Medications/Treatments		None		Comments			
List medications/treatments:			al Care Plan hed				
Limitations to Physical Activity		None		Comments	i		
List limitations/special consider	ations:	Speci Attac	al Care Plan				
Consist Favinas est Nonda		None	ieu	Comments	i		
Special Equipment Needs List items necessary for daily a	ctivities	Speci Attac	al Care Plan hed				
Allergies/Sensitivities		None		Comments			
List allergies:		☐ Speci	al Care Plan hed				
Special Diet/Vitamin & Mineral Supp	olements	None		Comments	;		
List dietary specifications:			al Care Plan hed				
Behavioral Issues/Mental Health Dia	agnosis	☐ None		Comments	i		
List behavioral/mental health is			al Care Plan				
Emergency Plans		Attac None	ıeu	Comments	<u> </u>		
 List emergency plan that might 		Speci	al Care Plan				
the sign/symptoms to watch for		Attac		TH CODES	MINICE		
Type Screening	Date Performed		ITIVE HEAL ecord Value		e Screening	Date Performe	ed Note if Abnormal
Hgb/Hct	Date i enonne	- '	Joona Value	Hearing	-	Date 1 en onne	110to II Abiloillidi
Lead: Capillary Venous		+		Vision			
TB (mm of Induration)		+		Dental			
Other:				Develop	omental		
Other:				Scoliosi			
I have examined the above	ve student and	reviewed	his/her hea			on that he/she	is medically cleared to
participate fully in all child	care/school act		cluding physi	ical education	on and competit		
Name of Health Care Provider (Prin	t)			Health Care F	Provider Stamp:		
Signature/Date							

ACTION NEEDED

Dear Parents,

To complete the enrollment process Stellar Academy must be provided with a current copy of your child's

IMMUNIZATION RECORD

This record must be provided within 7 days of your child's enrollment.

PLEASE CHECK WITH YOUR CHILD'S PHYSICIAN TO MAKE SURE ALL VACCINATIONS ARE UP-TO-DATE AND REFLECTED ON YOUR CHILD'S IMMUNIZATION FORM!

You may submit this record with your child's paperwork or if it is easier, your physician can FAX your child's most recent immunization record to us. Our fax number is:

908-252-9119 FAX - Bridgewater 908-252-9119 FAX - Hillsborough

Please be aware that failure to submit your child's immunization record may result in suspension from his/her program.

Thank you for your help in this matter.

(908)252-1166 FAX (908)252-9119 • 757 US HIGHWAY 202/206, BRIDGEWATER, NJ 08807 • (908)255-4247 FAX (908)252-9119 • 51 ROUTE 206 HILLSBOROUGH, NJ 08844 •

*******IMPORTANT NOTICE******

The Department of Health requires that your child receive an annual physical exam.

Please ask your child's physician to complete the following:

UNIVERSAL CHILD HEALTH RECORD

If your child has an ALLERGY the physician must complete the:

SEVERE ALLERGY PLAN

If your child has ASTHMA or REACTIVE AIRWAY DISEASE the physician must complete the:

ASTHMA TREATMENT PLAN

Please see the office for the Severe Allergy and Asthma Treatment Plan paperwork.

If you need additional forms, or your child develops an allergy or asthma during the school year, please see the office for the necessary paperwork.

STELLAR PHOTOS APPLICATION PROCESS

HOW TO VIEW STELLAR ACADEMY PHOTOS

We are continuing our process to let our families view the pictures taken at Stellar Academy. After looking at our options, we decided to use SmugMug as our photo album viewer and storage site. This allows us to host a Photo Album Page. From this site, you can browse photos taken at Stellar Academy and even download the photos you'd like for personal use.

To access the Photo Page, you need to have a password to view photos from each school.

Below are instructions on how to access the photos.

- 1) Start by going to **stellaracademy.smugmug.com**
- 2) Then click the school your child attends.
- 3) You will be asked type in a password



4) Please ask the office for the current password

From here you can view the photos by class which are then sorted by date.

If you have any questions or need help accessing the site, please feel free to email me!

Mr. Dave

Dbuley@stellaracademy.com



Stellar Academy will provide two daily snacks, one in the morning and the other in the afternoon. Snacks will consist of:

- Drink (water)
- Snack (crackers, non-sugared cereal, raisins, etc.)

Lunch is provided by the parent (there is a refrigerator in every room) or can be purchased from our caterer, Enrico's Pasta (see MENU). Lunch costs \$5.00 per day. If your child arrives at school with no lunch, a cheese sandwich lunch will be purchased for them and the cost added to your bill

There is no credit given for uneaten lunches due to absence other than notified vacations.

STELLAR ACADEMY IS A PEANUT SAFE CENTER

Due to the extreme nature of allergic reactions to peanuts and products containing peanuts in some children, Stellar Academy prohibits peanuts and/or foods containing peanut products on Stellar Academy property, and/or at Stellar Academy sponsored events. These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath, or touching peanut oil residue left on a counter top, not only from consuming peanuts or peanut products.

Parents are responsible for providing foods that are peanut and peanut product safe for their child's lunch. There are many acceptable food items that are peanut and peanut product safe in stores. The important thing to remember is to read the label of every food item you send to school with your child. Many foods which we do not think of as containing peanuts or peanut products have in fact been made in the same factories as peanut containing foods and are therefore considered to be contaminated. When reading the label, look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts." For example, Plain Chocolate M & M's have this statement on the label.



What your child needs to bring.....

Infants:

- Crib bedding (porta-crib size 37"x24"x3")
- Extra clothing
- 2 or 3 onesies
- Diapers
- Wipes
- Desitin or any ointment needed
- Bottles for the day
- Food for the day
- Bowl and spoon, if necessary
- Extra pacifiers, if necessary

Toddlers & Up

- Mat sheet (a crib sheet will do)
- Light Blanket
- An extra set of clothes (will be kept at school for emergencies)
- Several extra underwear & bottoms (if potty learning)
- Personal cup with sip lid (toddlers)
- Diapers/Pull Ups, if necessary
- Wipes, if necessary
- Desitin or any ointment, if necessary
- Food for the day (if restricted)
- Lunch (if not purchasing)

Please mark all items with your child's name or initials.

STELLAR ACADEMY | 2024-2025 CALENDAR

2 CLOSED: Labor Day
20 CLOSED: Staff Development

30 Tuition Express

SEPTEMBER 2024							
s	M	T	w	Th	F	s	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

OCTOBER 2024 s S w Th F М Т

3 BWTR Meet the Teachers 10 HILLS Meet the Teachers

31 Tuition Express

28-29 CLOSED: Thanksgiving

20-21 HILLS Winter Concert

29 Tuition Express

NOVEMBER 2024							
s	М	T	w	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

DECEMBER 2024 w S М T Th F S

4-5 BWTR Winter Concert

24 CLOSED: Christmas Eve25 CLOSED: Christmas

31 CLOSED: New Year's Eve

31 Tuition Express

1 CLOSED: New Year's Day

20 CLOSED: MLK Day

31 Tuition Express

JANUARY 2025							
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19	20	21	22	23	24	25	
26	27	28	29	30	31		

T W Th F S S М 24 25 26

17 CLOSED: Presidents' Day

28 Tuition Express

31 Tuition Express

MARCH 2025							
s	М	T	w	Th	F	s	
						1	
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9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

APRIL 2025 S м T W Th F S

18 CLOSED: Good Friday
21 CLOSED: Easter

30 Tuition Express

7-8 BWTR Spring Concert 20-21 HILLS Spring Concert

26 CLOSED: Memorial Day

30 Tuition Express

MAY 2025								
s	M	T	w	Th	F	s		
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

JUNE 2025 S М T W Th F S 10 11 12 13 | 14 16 17 18 19 20 21 28 29 30

24 HILLS Kindergarten Graduation 25 BWTR Kindergarten Graduation

27 CLOSED: Staff Development

30 Tuition Express

4 CLOSED: Independence Day

31 Tuition Express

JULY 2025										
s	M	T	w	Th	F	s				
		1	2	3	4	5				
6	7	8	9	10	11	12				
13	14	15	16	17	18	19				
20	21	22	23	24	25	26				
27	28	29	30	31						

	AUGUST 2025									
s	м	T	w	Th	F	s				
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3	4	5	6	7	8	9				
10	11	12	13	14	15	16				
17	18	19	20	21	22	23				
24	25	26	27	28	29	30				
31	·	·		·						

29 CLOSED: Staff Development

29 Tuition Express