



## **PRE-K PROGRAM PARENT HANDBOOK**

Director of Special Services: Ms. Juceyka Figueroa  
(973) 663-5782 x 5062

Registration: Ms. Judith Jahn  
(973) 697-8623 ext. 5441

### **Program Site:**

Milton Elementary School  
52 Schoolhouse Road  
Oak Ridge, NJ 07438  
Dr. Tim Plotts, Principal  
(973) 697-4742

**Tuition:** The cost of tuition is \$2,500.00, payable in ten monthly payments of \$250.00.

**Staff:** There is a certified instructor in every room as well as an aide who will be supporting children throughout the day.

**Communication:** If you have any questions about your child or about the program or policies, please speak to the instructor in charge. The chain of command:

Teacher  
Building Principal  
Director Special Services  
Superintendent of Schools

## **POLICIES:**

### **1) Health Policy**

Any child who appears to be ill, becomes ill, or has an accident will be sent to the elementary school nurse on staff. The school nurse will determine the next steps and will contact the parent, if necessary.

### **2) Release of Children Policy**

All policies regarding the release of children will be in accordance with the Jefferson Board of Education guidelines.

### **3) Tuition Payments**

The annual tuition is \$2,500 which may be paid monthly. Payments of \$250 are due a month prior, with the exception of the first payment which must be received by June 1 (see payment schedule below). After the initial payment due on June 1, subsequent payments can be submitted in several ways:

**Mail-in Payment** (check or money order) made payable to:  
Jefferson Township Public Schools  
31 State Route 181  
Lake Hopatcong, NJ 07849  
Attn: Business Office

When mailing a payment, please include your child's first and last name, school name and indicate Preschool Inclusion Program to ensure prompt and proper credit.

**Electronically:** *(Available when your child receives a student ID # in late August)*  
Starting in September, you may make payments through our online service, **PaySchools Central**, similar to how cafeteria payments are added. PaySchools can be accessed via this link: <https://www.payschoolscentral.com>. Information about how to set up an account can be found on the district website: <https://www.jefftwp.org/Page/1314>. If you need additional assistance, you may contact Tracy Shatzel in the Business Office at (973) 663-5782 x 5010.

**Please note:** There is a processing charge of 3.95% for Credit Card payments or a \$1.75 flat rate for Electronic Check transactions when using PaySchools payment option. You can set up monthly payment reminders to your email with the PaySchools feature. If this is your first time using PaySchools, you will be required to register by setting up a username and password in order to create a family profile. You will need to know your child's 6-digit student ID #, which will be issued to you during the month of August. If you are unsure of your child's ID #, please contact your child's school for assistance.

**Payment Schedule:**

<b>Tuition for the Month of</b>	<b>Due Date</b>
<b>September 2021</b>	<b>June 1, 2021</b>
<b>October 2021</b>	<b>September 1, 2021</b>
<b>November 2021</b>	<b>October 1, 2021</b>
<b>December 2021</b>	<b>November 1, 2021</b>
<b>January 2022</b>	<b>December 1, 2021</b>
<b>February 2022</b>	<b>January 1, 2022</b>
<b>March 2022</b>	<b>February 1, 2022</b>
<b>April 2022</b>	<b>March 1, 2022</b>
<b>May 2022</b>	<b>April 1, 2022</b>
<b>June 2022</b>	<b>May 1, 2022</b>

**a) Late Payments**

Late payments of 10 days or more past due, are charged a **\$25 late fee**. The \$25 late fee and full payment must be received by the 10<sup>th</sup> of the following month, or the child will be dismissed from the program and his/her last day of attendance will be the last school day for that month.

**Example:** November's payment is due on or before October 1<sup>st</sup>. If payment is not submitted on or before October 1<sup>st</sup>, a \$25 late fee is incurred. If the \$250 payment for November plus the \$25 late fee is not received by October 10<sup>th</sup>, the child's last day in the program will be October 31<sup>st</sup> and his/her seat will be offered to the next available student on the list.

**4) Withdrawing from the program:** If a child is withdrawn from the program, any remaining tuition paid will be refunded to the parent from the beginning of the 1<sup>st</sup> day of the following month.

# **PRE-K PROGRAM**

I have received and read a copy of the Pre-K Parent Handbook.

I agree to abide by the policies and procedures described in this handbook.

---

Please Print – Parent/Guardian Name

---

Signature – Parent/Guardian

---

Date

---

Please print child's name