



PRE-K PROGRAM PARENT HANDBOOK

2022-23

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

Registration:
Ms. Claire Olsen (Cozy Lake) (973) 697-4777 ext. 5520
Ms. Kimberly Luecht (Briggs) (973) 663-0900 x 5335

Program Sites:

Cozy Lake Elementary School

185 Cozy Lake Road
Oak Ridge, NJ 07438
Dr. Tim Plotts, Principal
(973) 697-4777

Briggs Elementary School

One Jefferson Drive
Lake Hopatcong, NJ 07849
Mrs. Randi DeBrito, Principal
(973) 663-0900

Tuition: The cost of our half day program tuition is \$2,500.00, payable in ten monthly payments of \$250.00.

Transportation: Transportation is not available.

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 Integrated Program to ensure prompt and proper credit.

Please note that there will be a 5% discount for full payment of preschool tuition.

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.jefftp.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.

a) Late Payments

Late payments of more than 10 days past due are charged a **\$25 late fee**. The \$25 late fee and full payment must be received by the 10th 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: Tuition for November is due on or before October 1st. If payment is not submitted on or before October 10th, a \$25 late fee is incurred. If the \$250 payment for November plus the \$25 late fee is not received by the final due date of November 10th, the child's last day in the program will be November 30th and his/her seat will be offered to the next available student on the list.

Payment Schedule:

Tuition for the Month of:	Due Date	\$25 late fee added
September 2022	June 1, 2022	June 11, 2022
October 2022	September 1, 2022	September 11, 2022
November 2022	October 1, 2022	October 11, 2022
December 2022	November 1, 2022	November 11, 2022
January 2023	December 1, 2022	December 11, 2022
February 2023	January 1, 2023	January 11, 2023
March 2023	February 1, 2023	February 11, 2023
April 2023	March 1, 2023	March 11, 2023
May 2023	April 1, 2023	April 11, 2023
June 2023	May 1, 2023	May 11, 2023

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 1st 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