



# The Drop In Center at CCNS

## WELCOME LETTER

Dear Parents;

Welcome to the Drop In Center at Christ Church Nursery School! We are so pleased that you have chosen to trust us with your child(ren). Drop In is staffed by a certified, experienced teacher and trained teacher assistants and encourages learning through play. We support children's growth and development by providing carefully planned experiences while following a predictable, age-appropriate, structured schedule.

When your child starts in Drop In, they will go through a phase in period. For the first two days, they will attend for about an hour after their families have said good-bye to them. After the first two days, the teachers will decide if your child is ready to extend their schedule or will need some more days at a shorter schedule. Building a connection with us is extremely important in helping children separate successfully, so we take this phase-in period very seriously. Some children may need several extra days or weeks to begin to trust and connect with us.

Included in this packet you will find the following forms:

- Emergency Contact Form\*
- Universal Health Record\* (attach immunizations, including annual flu vaccine)  
**All children must be immunized; CCNS and Drop In do not accept religious exemptions.**
- Drop In Daily Procedures
- School Calendar and Discipline Policy
- Three NJ State Required Forms (for your information, only)

**\*Prior to your children's first day in Drop In, please fully complete and submit the Emergency Contact Form, Parent Receipt of Information, the Universal Health Record and \$75 registration fee. After submission, please contact the main office at (973) 379-6549, ext. 1 or email us at [msaint-val@christchurchnurseryschool.org](mailto:msaint-val@christchurchnurseryschool.org) to confirm your child's start date in CCNS. Children cannot start in Drop In until all forms are submitted.**

Starting a new school is a big adjustment for all of us! As parents, you will adjust to the hustle and bustle and rhythm of a group setting. Your children will adjust to separating from you, meeting new teachers, new friends and learning routines. It certainly will not be without its challenges! Please remember to be patient. It may take time, but you and your children will soon feel very comfortable in this new setting. If you are very matter of fact about coming to the center, your child will follow your lead. If you are confident and positive, they will be too! Remember, you are your children's role model.

We look forward to sharing a positive and productive time with your children. Open and ongoing communication is essential; therefore, we invite you to please contact us with any questions.

Sincerely,

Jennifer McGregor  
Director

Mathiana Saint-Val  
Assistant to the Director