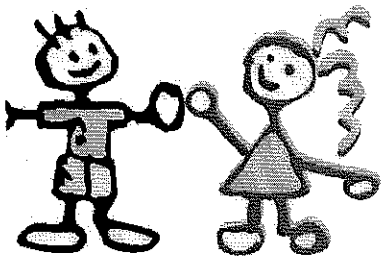


First Friends of Park Ridge

Registration Dates

Wednesday, June13 (current members) and Thursday, June 14 (new members)
7:00 pm – 9:00 pm

Registration will be held in First Friends Room at the Mancinelli Community Center, Park Ridge
Forms available in First Friends Room, Park Ridge Library, Borough Hall, or are downloadable on Park Ridge Borough Website

PLEASE NOTE REGISTRATION WILL NOT BE COMPLETE UNTIL ALL PAPERWORK, PAYMENT, AND IMMUNIZATOIIN RECORDS ARE RECEIVED.

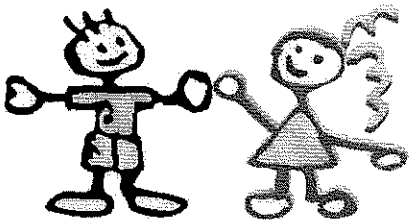
Membership Information

First Friends of Park Ridge offers organized playgroups for caregivers and children between the ages of one and five years of age. Open to Park Ridge residents, groups meet once a week for an hour tc an hour and a half at the Park Ridge Borough Hall. First Friends encourages and cultivates new friendships, especially important when starting school for the first time. Children are placed in age-appropriate groups using same age requirements as the Park Ridge school system. First Friends of Park Ridge is a volunteer, non-profit organization dependent on membership support, and made available to residents through the Recreational and Cultural Committee.

The First Friends of Park Ridge program continues to grow. Playgroups are intended for mothers, fathers, caregivers and their children residing in Park Ridge. Each group includes weekly circle time with sing along, craft, story telling, free play and snacks. Successful groups have members participating actively with their children, encouraging individuality and creativity. Every group forms its own character and has its own identity, as do our children.

Class Schedule 2012-2013

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM	1 - 2 year olds 9:00am-10:00am	1 - 2 year olds 9:00am-10:00am	3 - 4 year olds 9:00am-10:30am	4 - 5 year olds 9:00am-10:30am	2 - 3 Year olds 9:00am-10:30am
	3 - 4 year olds 10:30am - 12:00pm	2 - 3 year olds 10:30am-12:00pm	1 - 2 year olds 11:00am - 12:00pm	2 - 3 year olds 11:00am - 12:30pm	2 - 3 year olds 11:00am - 12:30pm
PM	4 - 5 year olds 12:30pm-2:00pm	4 - 5 year olds 12:30pm-2:00pm	2 - 3 year olds 12:30pm-2:00pm	3 - 4 year olds 1:00pm-2:30pm	3 - 4 year olds 1:00pm-2:30pm



Member Responsibilities

All parents/caregivers are responsible for returning toys taken from the storage area for their group and returning chairs to the table after each class. All are responsible for cleaning up the classroom, including taking out the garbage after each class and replacing with a clean garbage bag and vacuuming. The room should be left in a clean condition for the next class to enjoy.

All parents/caregivers must also provide a craft and snack for their group periodically throughout the session. Our well-stocked closet includes crafting basics such as construction paper, glue & scissors, and the like.

Craft/Snack

Class size averages 10-12 children. Please keep this in mind when preparing crafts and/or snacks.

As a Craft Parent, it is your responsibility to prepare the project before the group meets. If you will be unable to attend, please make arrangements to have the craft picked up and brought to the group in time for your class.

As the Snack Parent, you are responsible for bringing a snack and a beverage for the children. Please bring only clear beverages to avoid carpet stains. Also, please avoid bringing in snacks which may pose a choking hazard (grapes, popcorn, etc.). **Please be mindful of ingredient lists due to the large number of food allergies these days**. Snack Parent is responsible for vacuuming after the group is over.

Age Requirements

Age Group	Born Between
1-2 year olds	October 1, 2010 – September 30, 2011
2-3 year olds	October 1, 2009– September 30, 2010
3-4 year olds	October 1, 2008– September 30, 2009
4-5 year olds	October 1, 2007 – September 30, 2008

Requirements

- All Registration forms require a $30.00 check made payable to "First Friends of Park Ridge".
- First time registering members must also include a $10.00 check made payable to "First Friends of Park Ridge" for a one-time family fee that goes towards the upkeep and purchase of new toys and materials.
- A copy of your child's up-to-date immunization records must be attached to the registration forms.

Send forms & payment to:

Dara Burns
First Friends of Park Ridge
21 King Road
Park Ridge, NJ 07656

Registration Information

Registration is on a first-come first-served basis, with many groups filling up rapidly. Waiting lists are available when a desired group has been filled.

Additional registrations will be processed only when spaces are available. If space is not available, fees will be refunded for 30 days after groups start. Classes may be cancelled due to small group size or lack of Group Leaders.

Any questions or comments regarding registration or the program should be directed to Dara Burns at 201-835-5458 or Denise Clifford at 201-505-1650 .

Officers of First Friends

President	Dara Burns	201-835-5458
Vice President	Denise Clifford	201-505-1650
Secretary	Alex McCreight	201-782-1702
Treasurer	Laurie McDermott	201-391-6277

Leaders Wanted

Each group requires two caregivers acting as group leaders to help manage the group and communicate relevant information from the town and Board to all members of their group. **This does not require additional time or any special skills**.

A Leader's main function is to remain open to ideas from other group members, with everyone sharing talents, songs, games and ideas, insuring the groups stay on course. It is vital to the organization of each group to have at least two group leaders and required for the group to continue. Please consider volunteering for this important but stress-free position.

Anyone interested in being a Class Leader is graciously welcomed. Leaders are open to suggestions or initiatives to improve the program, and members are encouraged to share their talents and ideas with their group.

Leader Responsibilities

Individuality and creativity are encouraged in each First Friends group. However, each group is expected to include weekly circle time, craft time, and snacks.

Leaders are responsible for the following items weekly:

1. Opening and closing the room for your group. If necessary, key is located at the front desk of the Park Ridge Free Public Library.
2. Keeping your group's attendance.
3. Facilitating the room and closet clean up after each use.
4. Alerting Officers with regard to any replenishments, repairs, or replacements of materials or toys.

Leaders are also responsible for the following:

1. Leading and/or initiating weekly songs, games, crafts, and activities.
2. Assuring that each caregiver shares responsibility for snack & craft.
3. Organizing and cleaning the toys and craft supplies once per year.
4. Reporting any problems with the building to Laurie McDermott at 201-391-6277.

Date received					
Immunizations	☐ No	☐ Yes	Hold Harmless	☐ No	☐ Yes
Consent	☐ No	☐ Yes	Paid ck #	☐ No	☐ Yes

Park Ridge First Friends Registration Form (one per child)

Child's Name: _____

Date of Birth: _____

Any allergies? _____

Will siblings(s) be coming to class regularly? Yes _____ No _____

If yes, please list name(s) and age(s): _____

Mother's Name: _____

Father's Name _____

Address: _____

Phone: _____ Email address: _____
If Current Member, is this a new Email address Yes_____ No_____

Caregiver's Name (if applicable): _____

Are you interested in being a Co-Leader?: _____

Please circle appropriate age group: (1-2) (2-3) (3-4) (4-5)

Class: (Day and Time) _____

If you first choice is full, list a second choice: _____

Registration Fees

Make checks payable to **First Friends of Park Ridge**
One time non-refundable family fee (*new families ONLY*) to cover the expense of replacing or upgrading toys: $10.00
Materials (per child) & Registration Fee: $30.00

Prior to 8/1, refundable in full: ..... $ ____

Attach a copy of your child's most recent immunization records and send this form with check(s), along with the release forms, to:
First Friends of Park Ridge
Dara Burns
21 King Road
Park Ridge, NJ 07656

CONSENT AND RELEASE

I (We) _____
residing at _____
in Park Ridge, New Jersey, in consideration of the benefits to our child_____ and to the other children, to be gained by participating in the First Friends Children's Playgroup at the Park Ridge Richard Mancinelli Community Center, or at any other location, sponsored under the jurisdiction of the organizers, sponsors, officers, and managers of said program, do Hereby Release the said organizers, and managers of the First Friends Children's Playgroup, from any and all claims or actions whatsoever based on the participation of my child in the playgroup, including but not limited to any injuries any child may sustain from any use of toys, from other children, or from the premises where the playgroup functions occur.

I (We) Further Agree that it is my responsibility to provide for the proper supervision of my child, and agree to release and hold said organizers, sponsors, and managers harmless from any and all claims or actions whatsoever thereto.

This Consent and Release shall be deemed to be continuous unless specifically revoked in writing.

_____ _____
(Parent/Caregiver Signature) (Dated)

HOLD HARMLESS AGREEMENT

For and in consideration of the use of the Park Ridge Richard Mancinelli Community Center building by the First Friends pre-school program, the undersigned covenants and agrees to save and hold harmless the town of Park Ridge, its agents, servants, and administrators from any and all liability arising out of said premises or property.

Parent/Caregiver Signature_____

Name: _____

Address: _____