

## First Friends of Park Ridge

### Registration Dates

Wednesday, June 22 (current members) and Thursday, June 23 (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 IMMUNIZATION RECORDS ARE RECEIVED.**

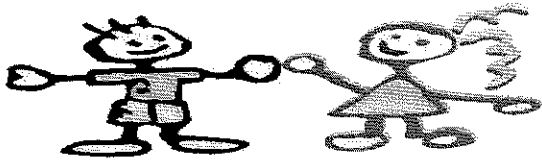
### Membership Information

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 to 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, with over 120 children in our groups yearly. 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 2011-2012

	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



## ***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 . Classes will begin the week of September 19, 2011.

## ***Officers of First Friends***

President	Dara Burns	201-835-5458
Vice President	Denise Clifford	201-505-1650
Secretary	Stefanie Gaudelli	201-746-0632
Treasurer	Laurie McDermott	201-391-6277



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## *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*

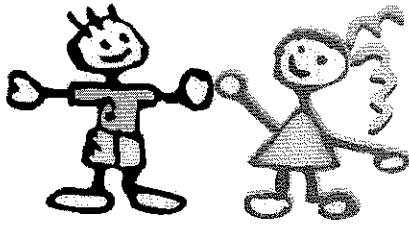
Individuality and creativity are encouraged in each First Friends group. However, each group is expected to include weekly circle time, craft time, and snacks.

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.



## ***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. 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.

## ***Helpful Hints for Parents***

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

### **Craft Responsibilities:**

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.

Whenever possible, please bring a completed sample with you so parents and children can see what the finished project should look like.

### **Snack Responsibilities**

As Snack Parent, you are responsible for bringing a "healthy" snack and a beverage for the children. Please avoid any snacks that may pose a choking risk (i.e. whole grapes, peanuts, 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***

<b>Age Group</b>	<b>Born Between</b>
1-2 year olds	October 1, 2009 – September 30, 2010
2-3 year olds	October 1, 2008– September 30, 2009
3-4 year olds	October 1, 2007– September 30, 2008
4-5 year olds	October 1, 2006 – September 30, 2007

Date received				
Immunizations	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Hold Harmless	<input type="checkbox"/> No <input type="checkbox"/> Yes
Consent	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Paid ck #	<input type="checkbox"/> No <input type="checkbox"/> 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: \_\_\_\_\_