



Irvington Public Schools

Early Childhood Department

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Dear Potential Providers,

Thank you for your interest in the Irvington Public Schools' Office of Early Childhood. As per requirements set by the New Jersey Department of Education Early Childhood Program for new providers entering the Irvington's Early Childhood Former Abbott program must meet the following requirements:

1. One year as an established preschool provider
2. Center must be able to hold at least six (6) classrooms (15 children in each classroom)
3. Each classroom has to be 950 sq. ft.
4. Documented Fiscal Viability
 - Cash receipts journal
 - General ledger
 - Cash disbursements journal
 - Payroll Journal and Payroll Register
 - Quarterly Tax Return-941
 - NJWR3- New Jersey Employer Payroll form WR-30
 - Federal and State Corporate Tax Returns
 - Form 1099, Miscellaneous Income
 - Lease/Rental/Mortgage Agreement
 - Bank Statements and Bank Reconciliations
 - Current Insurance Policies
5. An Early Childhood Environmental Scale-3rd Edition (ECERS-3) will be conducted on all classrooms by a Master Teacher.

Once all these items have been addressed, the potential provider will be place on the waiting list.