



Irvington Public Schools
Office of Early Childhood

97 Augusta Street, Second Floor, Suite 219, Irvington, New Jersey 07111
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Tawana Moreland, Director

Lia Skibniewski, Supervisor

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. Request an official application from the Office of Early Childhood.

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