

New Jersey Department of Education  
Union County Office

**Anticipated Facility Requests for 2023-2024 School Year**

ALL DISTRICTS MUST COMPLETE THIS FORM EVEN IF NO CHANGE FROM THE PRIOR SCHOOL YEAR

**DUE DATE: JULY 17, 2023**

**EMAIL TO: CAMILLE.BUSICHIO@DOE.NJ.GOV**

The purpose of this form is to notify the county office of anticipated changes to facility use for the upcoming school year. Some facility changes require a site visit prior to county office approval.

*A district may submit the specific facility request form (dual use, change of use, etc.) at a future time.*

**Temporary (MUST check one):**

\_\_\_\_\_ I **will not** have a temporary instructional space for the 2023-2024 school year.

\_\_\_\_\_ I anticipate the need to **renew** a temporary instructional space for the 2023-2024 school year.

\_\_\_\_\_ I anticipate the need to use a **new** temporary instructional space for the 2023-2024 school year.

**Note: Off-site facilities are considered temporary and require an annual application and inspection.**

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**Dual Use (MUST check one):**

\_\_\_\_\_ I anticipate requesting dual use of instructional space for the 2023-2024 school year.

\_\_\_\_\_ No dual use of instructional space will be requested for the 2023-2024 school year.

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**Change of Use (MUST check one):**

\_\_\_\_\_ I anticipate applying for a change-of-use for the 2023-2024 school year.

\_\_\_\_\_ I **do not** anticipate applying for a change-of-use for the 2023-2024 school year.

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**Toilet Waiver (MUST check one):**

I will be requesting approval of alternate method of compliance for the 2023-2024 school year.

\_\_\_\_\_ All Early Intervention, Pre-K and Kindergarten classrooms being used in 2023-2024 **have their own** toilet facility.

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\_\_\_\_\_ District

\_\_\_\_\_ School Business Administrator

\_\_\_\_\_ Date

New Jersey Department of Education  
Union County Office

**Toilet Room Facilities Waiver**  
**for**  
**Early Intervention, Pre-Kindergarten and Kindergarten Classrooms**  
**School Year 2023-24**

\*\*\*\* A SEPARATE FORM IS REQUIRED FOR EACH SCHOOL BUILDING \*\*\*\*

District: Township of Union

School: Connecticut Farms Elementary School

Room Number/Name: Room #104, Kindergarten Classroom

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time.
- Toilet facilities shall be readily accessible, and the toilet room and signage shall be visible to the child from the classroom door.
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

The classroom assistant will escort the children to the Boys and Girls bathrooms in the morning prior to snack time, and again at lunch time. Throughout the rest of the day, the classroom assistant will escort the students on an individual basis or a small group basis to the bathrooms.

The Board of Education approved this alternate method of compliance for SY 2023-2024 on \_\_\_\_\_.  
Date

**\*\*\*\*An Extract Must Be Included\*\*\*\***

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: \_\_\_\_\_ Date: \_\_\_\_\_

School Business Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**For County Use Only**

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

\_\_\_\_\_  
Executive County Superintendent

\_\_\_\_\_  
Date

New Jersey Department of Education  
Union County Office

**Toilet Room Facilities Waiver**  
**for**  
**Early Intervention, Pre-Kindergarten and Kindergarten Classrooms**  
**School Year 2023-24**

\*\*\*\* A SEPARATE FORM IS REQUIRED FOR EACH SCHOOL BUILDING \*\*\*\*

District: Township of Union

School: Connecticut Farms Elementary School

Room Number/Name: Room #205, Kindergarten Self Contained Classroom

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time.
- Toilet facilities shall be readily accessible, and the toilet room and signage shall be visible to the child from the classroom door.
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

The classroom assistant will escort the children to the Boys and Girls bathrooms in the morning prior to snack time, and again at lunch time. Throughout the rest of the day, the classroom assistant will escort the students on an individual basis or a small group basis to the bathrooms.

The Board of Education approved this alternate method of compliance for SY 2023-2024 on \_\_\_\_\_.  
Date

**\*\*\*\* An Extract Must Be Included \*\*\*\***

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: \_\_\_\_\_ Date: \_\_\_\_\_

School Business Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**For County Use Only**

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

\_\_\_\_\_  
Executive County Superintendent

\_\_\_\_\_  
Date