



www.TheLittleSchoolNJ.com
 40 Franklin Turnpike
 Waldwick, NJ 07463
 (201)689--0034

2019-2020 APPLICATION FOR ADMISSION

Administration Use Only:

Date Enrolled: _____

Registration Fee: _____

Security Payment: _____

S T U D E N T I N F O	Student's Name					Please attach student's photograph here	
	Date of Birth		Nickname				
	Home Address		Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>		
	City, State, Zip code						
	Student Lives With:	Mother <input type="checkbox"/>	Father <input type="checkbox"/>	Both <input type="checkbox"/>	Guardian <input type="checkbox"/>		Other <input type="checkbox"/>
	Siblings/Ages						
	Student's parents are now:	<input type="checkbox"/> Married		<input type="checkbox"/> Mother Deceased			
		<input type="checkbox"/> Divorced / Separated		<input type="checkbox"/> Father Deceased			
	Language(s) spoken at home						
Allergies:	Does your child have any allergies or other health condition we should be aware of : _____						
Previous School	Has your child attended any other school? <input type="checkbox"/> No <input type="checkbox"/> Yes School _____ Reason for leaving _____						
How did you hear of The Little School?	<input type="checkbox"/> Internet <input type="checkbox"/> Newspaper <input type="checkbox"/> Direct Mail <input type="checkbox"/> Family/Friend <input type="checkbox"/> Drive by <input type="checkbox"/> Student/Alumni						
Please identify name of newspaper, friend, or alumni							

P A R E N T	Parent/Guardian	Mother	Father
	Name		
	Home Address		
	Home Phone	()	()
	Cell Phone	()	()
	Email Address		

I N F O	Company Name		
	Address		
	Occupation		
	Work Phone	() Ext.	() Ext.

S C H E D U L E	Enrolling In:	18 months - 2 yrs <input type="checkbox"/>	2½ - 3 yrs <input type="checkbox"/>	3½ - 4 yrs <input type="checkbox"/>	4½ - 5 yrs <input type="checkbox"/>	Kindergarten <input type="checkbox"/>
	Days Enrolled:	Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>
	Sessions	<input type="checkbox"/> 3 Half Days* <input type="checkbox"/> 3 Full Days*	<input type="checkbox"/> 4 Half Days* <input type="checkbox"/> 4 Full Days*	<input type="checkbox"/> 5 Half Days* <input type="checkbox"/> 5 Full Days		
	Financial Responsibility	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Both <input type="checkbox"/> Other _____				

*Please be sure to review Tuition Rates form for eligible schedules according to age

A D D E D F E E S	Hours of Operation	8:30am – 12:30pm Half Day	8:30am – 3:30pm Full Day
	Dismissal Times	Early Drop Off (8-8:30am) \$15.....Daily <input type="checkbox"/> \$60.....Pre-paid Weekly	Late Pick Up (3:30-4pm) \$15.....Daily <input type="checkbox"/> \$60.....Pre-paid Weekly
	Additional Day Rates	Additional Full Day.....\$75	Additional Half Day.....\$55
	Late Fee	Arrival after time of dismissal time without scheduled late pickup is subject to \$25 fee per every 15 minute period.	

C O N T A C T S	Person(s) authorized to pick up your child and/or contact in case of emergency, if neither parent is available to assume responsibility for the child.		
	Name _____	Phone# _____	Relationship _____
	Name _____	Phone# _____	Relationship _____
	Name _____	Phone# _____	Relationship _____
	Parent/Guardian Name Printed: _____		
	Parent/Guardian Signature: _____		Date: _____

Name of person(s) UNAUTHORIZED to pick up the child: _____	
If a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child, please explain below and attach a copy of appropriate court orders.	
Parent/Guardian Signature: _____	Date: _____

M E D I A	In an effort to keep The Little School of Waldwick in the public eye and for school promotional materials, the school reserves the right to photograph, video and/or audio record students for the purpose of advertising or publicizing events, activities, facilities and different programs of the school. I understand that these items may be distributed to individuals, groups, and the news media and published in, but not limited to, advertisement, newsletters, slide shows, video presentations, and the Internet. This includes sharing of posts or parent postings.
	I (We), the parent/guardian of _____, have read the above and hereby consent to the use of any photographs, video and or audio recordings taken of my child/children.
	Parent/Guardian Signature: _____ Date: _____

Medical Information

M E D I C A L	Student's Doctor: _____ Phone: _____ Address: _____ Does your child have any allergies? _____ Does your child have asthma? _____ Does your child take any medications? _____ Does your child have any other health condition that we need to be aware of in order to provide better care? _____
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E M E R G E N C Y	POLICY ON ACCIDENTS AND EMERGENCIES:
	Parents will be notified of injury/accident by at least one of the following: phone, email, and brightwheel app if necessary. In the case of a minor injury, The Little School Staff will administer first aid. Parent/Guardian will be provided with an accident report. Parent/Guardian will be asked to review the report and sign a copy to be kept in child's school records. In case of a serious injury or illness, your child's safety will be attended to first. Emergency agencies will be contacted immediately and then parent/guardian. If necessary child will be transported to the Valley Hospital in Ridgewood NJ. If a parent/guardian cannot be reached, we will phone the emergency contact provided. A staff member will stay with your child until you arrive. Parent Signature: _____

P O L I C I E S	<u>EMERGENCY AUTHORIZATION</u>
	I give permission to the Valley Hospital and/or my Child's Pediatrician to provide emergency medical treatment for my son/daughter. Medical personnel are granted consent to carry out required emergency treatment for my son/daughter. As the parent or authorized representative, I hereby give consent to The Little School to obtain all emergency medical or dental care. This care may be given under whatever conditions are necessary to preserve the life, limb, or well-being of my child. I understand that I am responsible for all costs related to emergency medical treatments. Student's Name: _____ Parent/Guardian Signature: _____ Date: _____

W A L K S	<input type="checkbox"/> I give my permission for my child to participate in walking trips within the center's neighborhood. <input type="checkbox"/> I do not give my permission for my child to participate in walking trips within the center's neighborhood. Parent/Guardian Signature: _____ Date: _____
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P O L I C I E S	I (we) attest that all of the information on this application is accurate, and that I have read the following information as provided on The Little School website:																		
	<table style="width: 100%; border: none;"> <tr> <td style="width: 75%;">1. Information to Parents</td> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 15%; text-align: center;">No</td> </tr> <tr> <td>2. Policy on the Release of Children</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>3. Philosophy of Discipline</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>4. Policy on the Management of Illnesses/Communicable Diseases</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>5. Expulsion Policy</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>6. Policy on Accidents & Emergencies</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table> Parent Signature: _____ Date: _____	1. Information to Parents	Yes	No	2. Policy on the Release of Children	Yes	No	3. Philosophy of Discipline	Yes	No	4. Policy on the Management of Illnesses/Communicable Diseases	Yes	No	5. Expulsion Policy	Yes	No	6. Policy on Accidents & Emergencies	Yes	No
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FINANCIAL AGREEMENT

Please initial next to each statement

1. Acceptance of this application is subject to an interview with parent/guardian and perspective student prior to enrollment. When space is available a student is accepted for an initial one week trial interview.
_____ Continued enrollment will be evaluated based on the child's readiness and adjustment to the program.
2. Enrollment at the Little School is on an annual basis. Tuition is quoted for the entire academic year (September through June) or that portion remaining after date of entry. Tuition is not month-to-month.
3. Tuition cost takes into consideration days school is not in session for partial months, seasonal recess days, holidays, and emergency snow closures.
4. Yearly Tuition payment can be paid in full upon registration, or may be paid in increments of 2, 4, or 8 installments; as outlined on the Tuition Rates form.
5. The Little School offers a 5% discount for tuition paid in full.
6. A student's annual tuition is paid with no deductions, credits, refunds nor make-up days for student absences due to illnesses, family vacations, holidays, inclement weather, emergency closings, early withdrawals, or as a result of the end of the program's cycle.
7. A **non-refundable annual registration fee of \$150 must accompany this application.**
8. A **non-refundable Security Deposit equal to 20% of student's total annual tuition cost must accompany this application and is applied to the first and last month of attendance.**
9. A 5% sibling discount is offered off lowest tuition. Sibling discount is not eligible in combination with any other discount.
10. Tuition is due on the 25th of the month. A \$25 late tuition fee will apply for payment received between the 25th and the 1st of the following month. A late payment charge of 10% of the monthly installment will be charged for tuition received after the 1st of the following month. Returned transactions will be _____ assessed with a \$50 penalty fee.
11. Tuition payments **must** be current. Payments in arrears may result in *expulsion and forfeiture* of the security deposit. If the account is then brought current, payment for a new registration fee and security deposit must be made for reinstatement.
12. The Little School of Waldwick reserves the right to refuse enrollment or request the withdrawal of a student who in the judgment of the Director, is not benefiting from the program or that the association of The Little School and the student is not conducive to the welfare of the child, the school, its teachers and other attending students as determined by the school Director. If such action is necessary, a prorated _____ refund of paid tuition will be made. All non-refundable fees paid do not apply.
13. Removal of a student from school whether by parental choice or that of The Little School, will not relieve the parent/guardian and or guarantors financial responsibility of the liability for any outstanding balance due on the account. You will be held responsible for paying any tuition balance and any legal and _____ collection costs including attorney and court fees.
14. In case of early withdrawal from the program, all payments made will be forfeited. ***Any student unable to attend will forfeit all deposits and fees paid. There will be absolutely no exception to this policy regardless of the reason for withdrawal. Written notice of early withdrawal must be made 45 days in advance and approved by school director. Security Deposit will be applied to last month of attendance.***
15. **All fees and tuition payment processed are non-refundable. By signing I understand that any money I have paid is not eligible for refund.**

I(We), the parent/guardian of _____ have read the above Financial Agreement and accept the financial tuition obligation to The Little School of Waldwick. I (We) recognize that this is a legal agreement and sign it with full knowledge and understanding for its implementation and consent of its meaning and importance.

Parent/Guardian Name Printed: _____

Parent/Guardian Signature: _____ Date: _____