

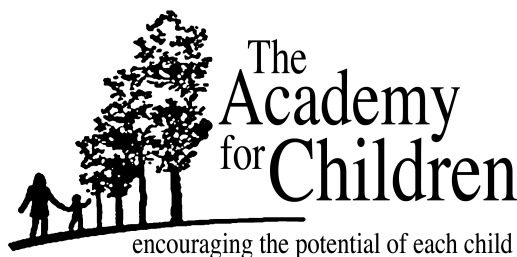
215 Boulevard ▪ Mountain Lakes, NJ 07046 ▪ (973) 263-1818 ▪ (973) 331-9459 (fax)
www.theacademyforchildren.org. email: theacademy@optonline.net
"The direction in which education starts a 'child' will determine his future life." Plato

2018-2019 REGISTRATION INFORMATION AND INSTRUCTIONS

September through June, Flexible Schedule-Full & Half Days

Registration Requirements: complete/sign/send all forms and fees listed below. Please complete a separate "**Application**" for each child enrolled. You may send by email, submit directly to the office, or mail all fees and forms. Please know that enrollment is made on a first-come, first-served basis.

- 1. **Enrollment Application Form:** Indicate your choice of program, and days.
- 2. **Before and After School Form** (if needed)
- 3. **Intake Form:** Please be thorough with work information, addresses and all phone numbers. Even if you work from your home, this information must be provided and completed in full.
 - New students: complete both sides in full
 - Returning students: complete first page in full to solid line and any NEW information on 2nd page.
- 4. **Enrollment Agreement:** read, sign and date.
- 5. **Fees:**
 - Registration Fee:**
 - Waived if you refer a new student who enrolls
 - If new to The Academy: \$200
 - If child attended last year's Academy Program: \$150.
 - If enrolling 2 or more returning students: \$150 per family
 - Tuition Deposit:** \$500 (towards 1st installment)



Office Use Only
Student's Name: _____
Enrollment Date: _____
Age at Enrollment: _____

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2018-2019 Enrollment Application Form

September through June, Flexible Schedule-Full & Half Days

Child's Name _____ Today's Date _____

Please check box to left indicating the Program in which you wish to enroll your child.

TWO YEAR OLD PROGRAM: check your enrollment selections below

<input type="checkbox"/> • Minimum selections: 3 half days per week AM Classes: 9-11:30/12	M	T	W	R	F	# of half days
	AM					
Total # of half days:						
<input type="checkbox"/> • LUNCH WITH FRIENDS 11:30-12 (if younger than 3yrs as of October 2018)	M	T	W	R	F	Total # of lunch days:

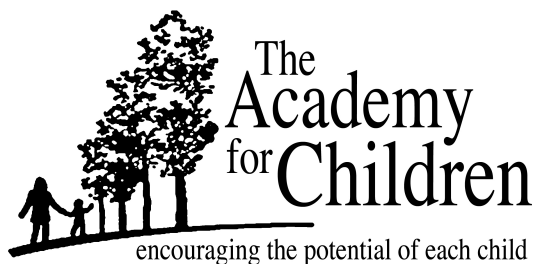
2½ - 5 YEAR OLD PROGRAM : check your enrollment selections below

<input type="checkbox"/> • Minimum selections: 3 half days per week AM Classes: 9-11:30 (lunch 11:30 no charge if over 3 by 10/2017) <input type="checkbox"/> • Maximum selection: 5 AMs & 5 PMs PM Classes: 12-2:30 (or 5 full days) Full Day: (includes lunch no at charge) 9am-2:30pm	M	T	W	R	F	# of half days
	AM					
PM						
Total # of half days:						

RISING FIVES & KINDERGARTEN PROGRAM

<input type="checkbox"/> Monday through Friday 9am to 3:00pm
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TUITION INCLUDES: Sept-June (10 month) full school year program, art, music & movement, computer, foreign language, individualized curriculum, differentiated education, creative arts, very small class size, parent education & involvement, physical education and outdoor play.



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2018-2019 Program Fees

September through June, Flexible Schedule-Full & Half Days

Upon Enrollment: \$500 Deposit	May 15, 2018 1 st Installment less \$500 Deposit	Sept 15, 2018 2 nd Installment	Nov 15, 2018 3 rd Installment	Jan 15, 2019 4 th Installment	Mar 15, 2019 5 th Installment
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Two Year Old Program Tuition Schedule

Your selected # of half days # of half day sessions	Tuition Installment		*Sibling Tuition Installment	
	Check	Credit card	Check	Credit card
3	\$1260	\$1296	\$1200	\$1235
4	\$1370	\$1409	\$1304	\$1341
5	\$1460	\$1501	\$1390	\$1419

Tuition Schedule with "Lunch with friends"

Your selected # of half days # of half day sessions	Tuition Installment		*Sibling Tuition Installment	
	Check	Credit card	Check	Credit card
3	\$1500	\$1543	\$1440	\$1481
4	\$1650	\$1696	\$1590	\$1635
5	\$1760	\$1809	\$1690	\$1737

2½-5 Year Old Program Tuition Schedule

Your selected # of half days # of half day sessions (Total of AMs &/or PMs)	Tuition Installment		*Sibling Tuition Installment	
	Check	Credit Card	Check	Credit Card
3	\$1260	\$1310	\$1200	\$1250
4	\$1370	\$1420	\$1304	\$1354
5	\$1460	\$1520	\$1390	\$1440
6	\$1580	\$1640	\$1502	\$1562
7	\$1700	\$1760	\$1617	\$1677
8	\$1820	\$1890	\$1730	\$1800
9	\$1930	\$2000	\$1835	\$1905
10	\$2040	\$2120	\$1940	\$2010

Rising 5s and Kidergarten Tuition Schedule

Rates Below are for payments made by Check

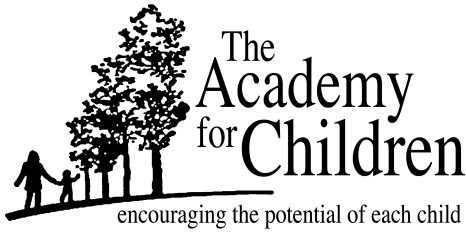
Tuition when paid by Check	*Sibling Tuition when paid by Check
Installment	Installment
\$2420	\$2200

Rates Below are for payments made by VISA or MasterCard

Tuition when paid by Visa/MC/Amex	Sibling Tuition when paid by Visa/MC/Amex
Installment	Installment
\$2505	\$2280

The Academy for Children admits students regardless of sex, race, and religious beliefs, or national or ethnic origin to all rights, privileges, programs and activities available to the school.

Please clip copy of or Student's Photo here.
(for new and returning students)



Office Use Only

Student's Name: _____

Enrollment Date: _____

Age at Enrollment: _____

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2018 - Intake Form - 2019

- If a new student complete in full (both sides)
- ****Returning students complete only to the solid line below**

Today's Date: _____

Student's Full Name: _____

Nickname(you wish your child to use): _____

Date of Birth _____ City/ State of Birth _____

Age as of October 2017: Years: _____ Months: _____

Male Female

Please Indicate Race (Optional): _____

Address: _____

City _____ State _____ Zip Code _____

Primary Contact Telephone:(_____) _____

Your child will learn this phone number

Please list all members of the student's family household:

Parent(s): _____

Other adult(s): _____

Sibling/s	Age	School
_____	_____	_____
_____	_____	_____
_____	_____	_____

Family Status:

- Parents married Parents separated
 Parents divorced Parent deceased

**Child's Physician Information
PRINT CLEARLY**

Child's Primary Physician's Name: _____

Address: _____

Phone: _____

Father/Guardian full name: _____

Date of Birth: _____

Address if Different from child's: _____

(_____) (_____) _____

Home Phone _____ Work Phone _____

(_____) _____

Cell Phone _____

_____ e-mail _____

_____ Employer _____

_____ Position _____

_____ Colleges attended; degrees _____

Mother/Guardian full name: _____

Date of Birth: _____

Address if different from child's: _____

(_____) (_____) _____

Home Phone _____ Work Phone _____

(_____) _____

Cell Phone _____

_____ e-mail _____

_____ Employer _____

_____ Position _____

_____ Colleges attended; degrees _____

What holidays do you and/or your immediate family celebrate:

What special talents would you be willing to share with The Academy: _____

How did you hear about The Academy?: _____

If your child is a returning student, **stop here at solid line:

2017-2018

MEDICAL INFORMATION:

GENERAL HEALTH, DIET AND ACTIVITY LEVEL

Describe the child's diet: _____
Food allergies? yes / no / never been tested If yes, please list: _____
History of ear infections/congestion? yes / no Decongestants/medications used: _____
Glasses? yes / no If yes, what is the prescription for: _____
Child sleeps from _____ to _____ Does your child still require a nap? yes / no from: _____ - _____
Daily physical activities enjoyed: _____

MEDICATIONS:

Prescription: yes / no Over the counter: yes / no List medication/s: _____

• **IF PHYSICIAN ORDERED MEDICATION IS REQUIRED: PLEASE CONTACT THE OFFICE FOR RELEASE FORMS NOW**

• List any medical conditions that may limit any activity? _____

BEHAVIOR

List your child's specific positive behaviors: _____
List any negative behaviors you would like addressed: _____
Your specific behavioral goals for your child: _____

DEVELOPMENTAL MILESTONES

Please list the age when your child first:

crept (on hands and knees) _____ years _____ months
walked _____ years _____ months
became toilet trained _____ years _____ months
spoke first word _____ years _____ months
spoke in sentences _____ years _____ months

Describe your child's coordination and balance: _____

Is your child in diapers? (day) yes / no (night) yes / no

If your child is in the process of being toilet trained, The Academy will coordinate with you during this process. Please list your current routines: _____

LANGUAGE, READING, AND MATH

Describe any articulation concerns giving specific examples of initial or ending letter sounds, stammer/stutter: _____

Child speaks in # _____ words / phrases / sentences Give example: _____

Child can count to # _____ Child can ID numerals 1 ⇔ _____ Child can ID: uppercase: A ⇔ _____ lowercase: a ⇔ _____

Does your child enjoy being read to? yes / no

HAND PREFERENCE: circle one or if both hands used – circle both

writing/scribbling: left / right bat/ball: left / right throwing: left / right

Describe how your child holds a pencil/crayon: _____ Any concerns? _____

EDUCATIONAL EXPERIENCES

List any previous schools/programs/lessons attended and dates of attendance _____

STRENGTHS

- Exceptional abilities, academic, physical, artistic, musical: _____
- What activities does your child enjoy outside of school? (e.g. sports, major interests, etc.): _____

CONCERNS

- Share any event which may be affecting your child adversely: _____
- Has your child experienced any difficulties in school? _____

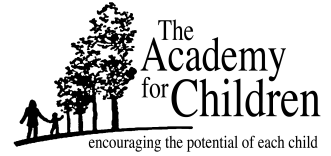
GOALS

- What do you feel The Academy can best offer your child? _____

ENROLLMENT AGREEMENT

The Academy Program

2018-2019



1. Once accepted into The Academy, all fees, tuition deposits and installments are nonrefundable:
 - A. APPLICATION FEE: (Waived if you refer a new student who enrolls)
 - \$200 for each student applying to The Academy for the first time
 - \$150 for each child who has attended The Academy's Program last year
 - \$150 if enrolling 2 or more RETURNING students (no more than \$150 per family of returning students)
 - B. TUITION DEPOSIT: \$500 due with signed agreement (towards 1st installment)
2. Tuition Fees are ANNUAL fees for which the person signing below is responsible for paying in full. Credits or pro-rated refunds are not given due to illnesses, religious or legal holidays, public or other school schedule conflicts, family vacations, early withdrawal or decreased days/times after initial enrollment except in the rare circumstances of documentation of a catastrophic illness that creates a major financial hardship for the family. Missed days cannot be made up on other days because of staffing and class size restraints. The Academy generally but not always follows Mountain Lakes Public Wildwood School's calendar, September through June.
For convenience, the annual tuition fee is amortized into 5 installment payments, which are not billing dependent and are due:

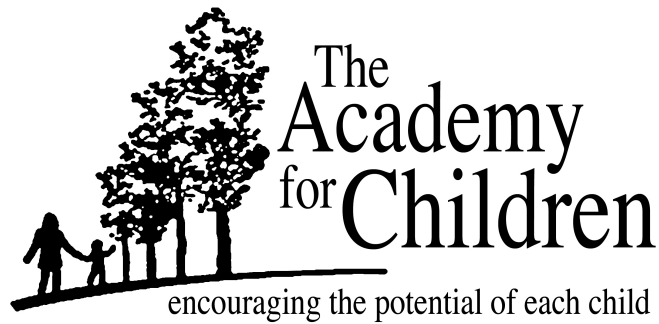
Upon Enrollment: \$500 Deposit	May 15, 2018 1 st Installment less \$500 Deposit	Sept 15, 2018 2 nd Installment	Nov 15, 2018 3 rd Installment	Jan 15, 2019 4 th Installment	Mar 15, 2019 5 th Installment
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Any questions/and or difficulties with this payment schedule should be discussed before signing this Agreement. This Agreement is binding. It is your responsibility to remit tuition payments by the above dates. The tuition payments due are not dependent upon billing. The Academy may provide monthly statements and/or invoices. Failure to remit payment on time, may result in suspension of your child.

4. **Tuition Fees are refundable only as follows (in full or prorated as applicable)**
 - If it is determined by The Academy school administration and faculty that the child is a danger to himself and others and must be withdrawn from the school immediately.
 - If a child is having significant difficulties at school, i.e., separating from parents, adjusting to the program, etc., even after attending for several weeks consistently, and is asked to be withdrawn.
 - If a child with special needs must be withdrawn due to a lack of availability of additional support personnel as needed, as determined by The Academy administration, staff, consultation with professionals and parents, and/or the IEP established in conjunction with the child's sending school district.
 - If we feel we cannot meet your child's needs after implementing various reasonable interventions over a period of time, and we require withdrawal from the school.
5. LATE FEES: \$40 per month for any payments overdue by 60 days. I realize I am responsible for these fees.
6. Late dismissal and/or early arrival beyond five (5) minutes of your child's schedule will require additional staffing to ensure the child is well monitored. The fee billed the parents will be \$10 for each ten minute increment beyond the schedule.
7. Parents may request occasional additional half or full days. If space and staffing permit, these may be available from time to time and are billed at \$45 per half day and \$90 per full day. Extra Lunch session (11:30-12) and After School Adventures are \$15 per half hour session.
8. **Schedule changes made after initial enrollment may result in a \$200.00 administration fee** for each occurrence. Parents may permanently add half or full days, or change days if the office determines space and staffing are available. The new tuition amount will be prorated from the month of change through June.
9. Once this agreement is signed, I realize I am committed and agree to the rates and fees written here within.
10. Parents are advised in advance that changes may not be possible, so your initial selections should be made carefully.
11. A \$40 fee will be charged for each check returned from the bank.
12. A \$40 fee will be charged for each VISA/MasterCard payment that does not go through. It is the parent's responsibility to keep the office updated on any card changes (addresses, security codes, etc.)
13. No student will be released to anyone other than his/her parent without a transportation release signed by the parent in advance of dismissal.
14. I understand that sibling rates are available for siblings concurrently attending one of the regular classes. The discount is applied to the tuition of the child who attends fewer days. The first child pays regular installment payment amounts.
15. Separate tuition rates are set for parents making payments via VISA or MasterCard
16. Registration constitutes an obligation on the part of the parents/guardians for the payment of the annual tuition fee for the entire academic year, following the installment schedule, with the only exceptions being those above. I hereby agree to meet the tuition obligations as outlined.
17. I give my child permission to engage in all prescribed activities, except as noted by me and the examining physician. In the event, I cannot be reached in an emergency, I hereby authorize The Academy Staff to allow possible emergency care, to call an ambulance, and to permit hospitalization and treatment for my child.
18. I understand the signed Receipt of the Parent Handbook, Transportation Form and Authorization Form are a part of this agreement.

I, _____ have read the above policies and realize my commitment to an ANNUAL fee payable in 5 INSTALLMENTS of \$ _____ (less my \$500.00 deposit paid on my 1st installment). This total installment amount includes \$ _____ for tuition plus \$ _____ for before school programs and \$ _____ for After School/Other Programs.
 Date _____ Signed _____ Parent or legal guardian
 Date _____ Signed _____ Academy Representative

The Academy for Children, Inc. admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the The Academy. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions, policies, scholarships and loan programs, athletic and other Academy for Children-administered programs.



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Enrichment Programs 2018-2019

Early Morning Program

Mon-Fri 8:30-9am

Start your child's day with enrichment opportunities and fun!

Little Tykes & You

Thursday 9-10am

Explore, fun and learning (15-24 months)

Dance Caravan

Tuesdays 2:30-3-3:30 pm

A dance & performance program for boys and girls Ages 3-K

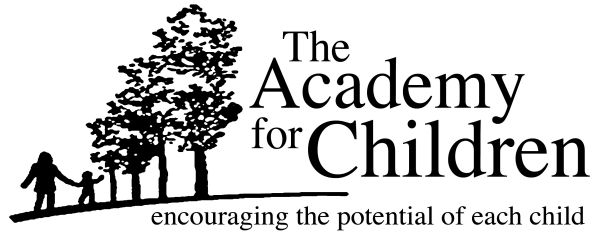
Academy Kids on the Move

Mon, Wed, Thu, Fri 2:30-3:30pm

The Academy is excited to announce that we have partnered with the Reebok Foundation Program and Presidential Youth Fitness Program to create our very own "Academy Kids on the Move." Each class consists of active/aerobic warm-ups, stretching, balance skills, eye hand coordination and movement skills: (running, kicking, catching, throwing, jumping) ending with cool down activities and nutritional instruction.

Offering different activities and games daily!

Choose 1, 2, 3 or 4 afternoons.



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Fun Before & After School Programs 2018-2019

- **Before & After School Program Fees are Determined by Total # of Sessions chosen below:**
- **Sibling Rate 10% Discount (1st child pay regular installment payments)**
- **The Before & After Annual School Tuition is paid through 5 amortized installments due:**
 * May 15th, Sept. 15th, Nov 15th 2018 & Jan 15th, Mar 15th 2019

Little Tykes: 9-10am weekly: Look for upcoming registration on website

Before School Early Morning Enrichment: Monday - Friday: 8:30-9am

Program (Minimum of 2 morning sessions)	Time of Each Session	Monday	Tuesday	Wednesday	Thursday	Friday	Total Sessions
Early Morning Enrichment	8:30-9am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total # of Sessions:							_____

Your selected # of sessions	Installment	Your selected # of sessions	Installment
2	\$250	4	\$350
3	\$300	5	\$400

Daily Fees Per Session: sessions may be selected on specific dates for \$18 each session

After School Programs

Dance Caravan: Tuesdays 2:30-3:30 pm, Watch for flyer and information about the Fall/Winter and Spring girls & boys classes.

Academy Kids on the Move: Mon, Wed, Thu, Fri 2:30-3:30pm, Choose 1, 2, 3 or 4 afternoons.

Program September-June	Time of Each Session	Monday	Tuesday	Wednesday	Thursday	Friday	Total Sessions
Academy Kids on the Move	2:30-3:30pm	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total # of Sessions:							_____

Your selected # of sessions	Installment	Your selected # of sessions	Installment
1	\$400	3	\$600
2	\$500	4	\$700

Daily Fees Per Session: sessions may be selected on specific dates for \$36 each session

The Academy For Children is a non-profit, tax exempt, non-sectarian, 501(c)3 school and educational organization encouraging the extraordinary and phenomenal potential of each child through programs for the development and education of children, parents and professionals.