

215 Boulevard ▪ Mountain Lakes, NJ 07046 ▪ (973) 263-1818 ▪ fax (973) 331-9459
 www.theacademyforchildren.org theacademy@optonline.net

"The direction in which education starts a 'child' will determine his/her future life." Plato

Enroll NOW for the 2021-2022 School Year

We welcome you to The Academy for Children.

Class size is limited. Please enroll today to ensure your space.

Please refer to the Enrollment Checklist below. All Forms must be turned in to satisfy your child's enrollment application.

Once received, The Academy will number the application in the order in which it is received.

Acceptance is made on a first come – first served basis. Remember, class size is limited.

Forms below are attached and can also be found on our website: www.theacademyforchildren.org.

Enrollment Requirement Checklist

- **If You Are a Returning Academy Student:**

1. Enrollment Application Form
2. Signed Enrollment Agreement
3. Tuition Deposit: \$500 (towards first deposit)
4. Application Fee: \$150 per child or \$150 per family
5. Before & After School Program Form (if needed)

- **If You Are a New Academy Student:**

1. Enrollment Application Form
2. Signed Enrollment Agreement
3. Tuition Deposit: \$500 (towards first deposit)
4. APPLICATION FEE: \$200

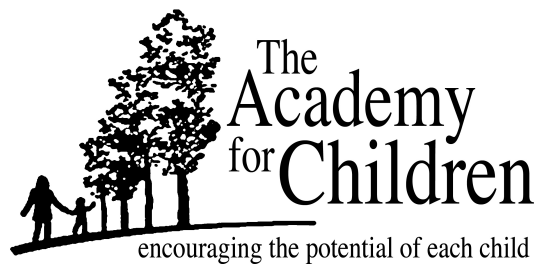
(Waived if you refer new student who enrolls): Student Name: _____

5. Intake Form (both sides)
6. Before & After School Program Form (if needed)

Upon acceptance, a welcome packet will be sent to complete your enrollment.

Date/Time Received/Number# _____/____/____

Office Use Only Student's Last Name : _____ First Name: _____ Enrollment Date: _____ Age at Enrollment: _____ DCF: _____ Academy: _____
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2021-2022 Program Fees - 10 Month Program

September through June: Flexible Schedule

- 10% Sibling Discount applied **only when registered at the same** time as first student. Discount applied to student who attends fewer days. Full tuition amount applied to other student.
- Any payments made by VISA, AMEX or MasterCard will include a 4% convenience fee.
- Application Fee: (Waived if you refer a new student who enrolls)
 - **\$200** for each student applying to The Academy for the first time **or \$150** for each returning student
 - **\$150** if enrolling 2 or more **RETURNING** students (no more than \$150 per family of returning students)

Should the Academy need to close for over 10 school days, beyond using all 5 built in ER/Snow Days and if unable to make up the days through vacation weeks, etc., The Academy will issue a credit towards tuition for the duration of closure. Should the school year end with a tuition credit balance remaining, a refund check will be issued by July 15, 2022.

Upon Enrollment: \$500 Deposit	May 15, 2020 1 st Installment less \$500 Deposit	Sept 15, 2020 2 nd Installment	Nov 15, 2020 3 rd Installment	Jan 15, 2021 4 th Installment	Mar 15, 2021 5 th Installment
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Two Year Old Program Tuition Schedule:

Your selected # of half days - # of half day sessions	Tuition Installment
2	\$800
3	\$1200
4	\$1400
5	\$1600

Tuition Schedule with "Lunch with friends" Offered Monday through Friday 11:30-12:00 Noon

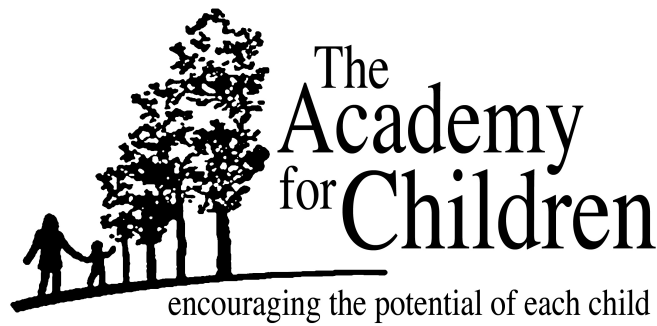
Your selected # of half days - # of half day sessions	Tuition Installment
2	\$1000
3	\$1500
4	\$1700
5	\$1900

2½-5 Years Old & Rising 5's Tuition Schedule:

Your selected # of half days # of half day sessions (Total of AMs &/or PMs)	Tuition Installment
3	\$1200
4	\$1400
5	\$1600
6	\$1800
7	\$2000
8	\$2200
9	\$2400
10	\$2600

The Academy Kindergarten Program: 10 Half Days Tuition Installment \$2800

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



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Before & After School Enrichment Programs 2021-2022

Before School Enrichment Program

Mon-Fri 8:00am-9am

Fun Enrichment Activities to start your child's day!
Choose one to five mornings a week.

Little Tykes & You *Tentative upon Covid Protocols**

Thursdays 9:15-10:00am

Play, Sing, Explore, Fun and Learning (12-24 months)

Kids Dance Caravan *Tentative upon Covid Protocols**

Tuesdays 2:30-3:30 pm

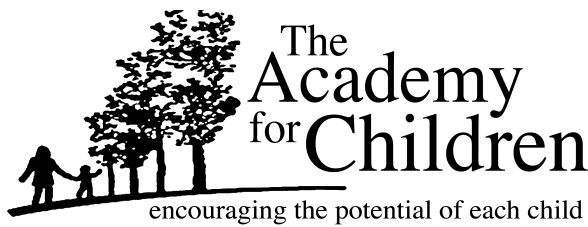
A dance & performance program for boys and girls Ages 3-K

After School "Academy Kids' Club"

Monday – Friday 2:30-3:30pm

The Academy is excited to announce our very own "Academy Kids Club", featuring games, crafts, outdoor play and fun! Creativity and character building activities abound. A place where self esteem is built!

Choose 1-5 afternoons each week.



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Before & After School Program Enrollment Form

Child's Full Name: _____ Date: _____

- Before & After School Program Fees are Determined by Total # of Sessions selected.
- 10% Sibling Discount applied only when registered at the same time as first student. Discount is applied to child who attends fewer days. Full tuition amount applied to other child.
- **The Before & After Annual School Tuition is paid through 5 amortized installments due:**
 * May 15th, Sept. 15th, Nov 15th & Jan 15th, Mar 15th

Little Tykes: 9:15-10am weekly: *Tentative due to Covid Protocols. Check website.

Before School Enrichment Program: Mon - Fri: 8 – 9am: Choose 1-5 ams.

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

Your selected # of sessions	Installment
1	\$200
2	\$400
3	\$600
4	\$800
5	\$1,000

Daily Fees Per Session: sessions may be selected on specific dates for \$30 each session

After School Programs

Kids Dance Caravan: Tuesdays 2:30-3-3:30 pm. **Tentative due to Covid Protocols.

Watch for flyer & information about Fall/Winter & Spring girls & boys classes.

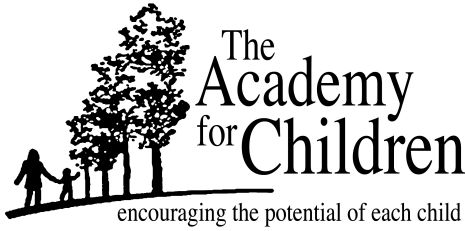
Academy Kids' Club: Monday – Friday: 2:30-3:30pm Choose 1-5 afternoons.

Program Minimum of 2 afternoon sessions	Time of Each Session	Monday	Tuesday	Wednesday	Thurs	Friday	Total Sessions
Academy Kids on the Move	2:30-3:30pm	<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
1	\$200	4	\$800
2	\$400	5 (if not taking Dance Caravan)	\$1000
3	\$600		

Daily Fees Per Session: sessions may be selected on specific dates for \$30 each session

Please enclose
Student's Photo with
this Intake Form
Thank you.



Office Use Only
Student's Name:
Last: _____
First: _____
Initial Enrollment Date: _____
Age at Initial Enrollment: _____
DCF: _____
Academy (as of Oct. 1st): _____

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Intake Form (please complete both sides)

Name of Person Completing this form: _____ Relationship to Student: _____

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 of this school year: 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?: _____

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.): _____

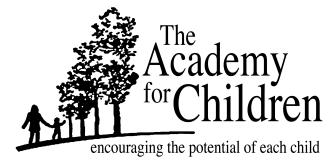
CONCERNS

- 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
September 2021-June 2022 pp. 1 of 2



1. Once accepted into The Academy, all fees, tuition deposits and installments are nonrefundable: **with the exception of #3 below.**

- A. APPLICATION FEE: (Waived if you refer a new student who enrolls this school year)
- **\$200** for each student applying to The Academy for the first time **\$150** for each returning student.
 - **\$150 when enrolling 2 or more RETURNING students**

B. **TUITION DEPOSIT: \$500 due with signed agreement** (deposit is applied 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 School calendar, September through June. For convenience, **the annual tuition fee is amortized into 5 installment payments.** Installments are prorated for those who are registering later in the school year.

Upon Enrollment: \$500 Deposit	May15, 2021 1 st Installment less \$500 Deposit	Sept 15, 2021 2 nd Installment	Nov 15, 2021 3 rd Installment	Jan 15, 2022 4 th Installment	Mar 15, 2022 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 as outlined above, may result in suspension of your child.

3. Credits or pro-rated refunds for illness, vacation, relocation, etc. are not given for any reason except in the rare circumstances of documentation of a catastrophic illness that creates a major financial hardship for the family. Pro-rated refunds are not given for family vacation, regular illness, or if the school needs to have a delayed opening or cancellation due to weather conditions as determined by the Academy, in conjunction with the Mountain Lakes Board of Education and Police Department.
- **Should The Academy need to close for over 10 school days, beyond using all 5 built in ER/Snow Days and if unable to make up the days through vacation weeks, etc., The Academy will issue a credit towards tuition for the duration of closure. Should the school year end with a tuition credit balance remaining, a refund check will be issued by July 15, 2022.**
 - **In event of closure, with tuition credit given, virtual classes and activity packets may be an optional offering during these times for an additional fee.**

4. **A Pro-rated tuition refund is given to parents only under the following circumstances:**

- 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** and 5 minutes leeway.
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) is \$15 per half hour session. Academy Kids on the Move extra hour session (2:30-3:30) is \$30.
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/or for each credit card payment that is declined. It is the parent's responsibility to keep the office updated on any card changes (addresses, security codes, etc.)
12. No student will be released to anyone other than his/her parent without parent verbal or email permission or updated transportation release.
13. **10% Sibling Discount applied only when registered at the same time.** Discount is applied to student who attends fewer days. Full tuition amount applied to other student.
14. For parents making payments via VISA, AMEX or MasterCard, a 4% convenience fee is added to the rate.
15. 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.
16. 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/Teachers/Faculty to allow possible emergency care, to call an ambulance, and to permit hospitalization and treatment for my child.
17. I understand the signed Receipt of the Parent Handbook, Transportation Form, Authorization Form, and Universal Health Form are an integral part of this agreement.

-over-

Below, please complete, sign, and return to The Academy along with your Enrollment Application Package.

Upon receipt, The Academy representative will endorse, and return a copy to you for your records.

I, _____ have read the above policies, understand the tuition credit policies, and realize my commitment to an ANNUAL TUITION payable through 5 INSTALLMENTS due on May 15, 2021, September 15, 2021, November 15, 2021, January 15, 2022, and March 15, 2022.

Each of the 5 total installment amounts includes

\$_____ for tuition and (less my \$500 deposit paid towards my 1st installment)

\$_____ for Before &/or After school programs.

Total Installment amount is \$_____

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 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, or other Academy for Children administered programs.