

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

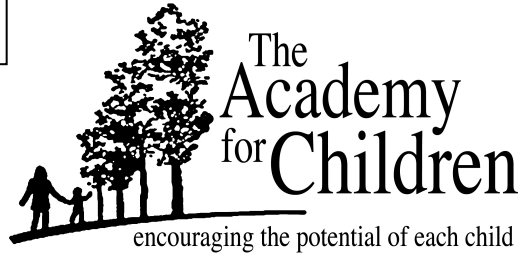
### **Enrollment Requirement Checklist**

- **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 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**

- **Minimum selections: 2 half days per week**

AM Classes: 9-11:30/12

	M	T	W	R	F	# of half days
AM						
Total # of half days:						_____
<b>+ LUNCH WITH FRIENDS</b> 11:30-12 (if younger than 3yrs as of October 2021)						Total # of lunch days: _____

### **2 ½ - 5 YEARS OLD and \*RISING 5's PROGRAM:**

**check your enrollment selections below (\*Rising Five's Must Select 5 Full Days)**

- **Minimum selections: 3 half days per week**  
• **Maximum selection: 5 AMs & 5 PMs (or 5 full days)**

AM Classes: 9-11:30 (lunch 11:30 no charge if over 3 yr. by October)

PM Classes: 12-2:30

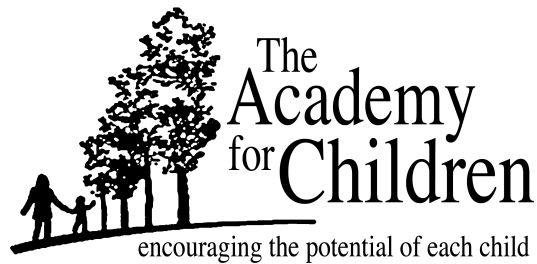
Full Day: (includes lunch no at charge) 9am- 2:30pm

	M	T	W	R	F	# of half days
AM						
PM						
Total # of half days:						_____

### **THE ACADEMY KINDERGARTEN PROGRAM (check box for enrollment)**

**Monday through Friday, 8:50 am - 3:00pm (September through June)**

**TUITION INCLUDES: Sept-June (10 month) full school year program, art, music & movement, computer, foreign language, individualized curriculum, differentiated education, core curriculum, creative arts, creative play, very small class size, parent education & involvement, physical education and outdoor play.**



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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 <sup>st</sup> Installment less \$500 Deposit	Sept 15, 2020 2 <sup>nd</sup> Installment	Nov 15, 2020 3 <sup>rd</sup> Installment	Jan 15, 2021 4 <sup>th</sup> Installment	Mar 15, 2021 5 <sup>th</sup> 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

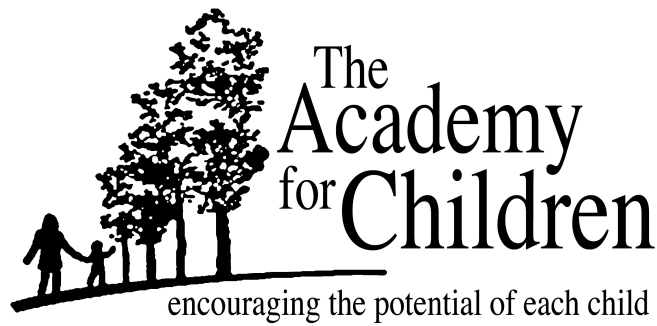
Your selected # of half days - # of half day sessions	Tuition Installment
2	\$1000
3	\$1500
4	\$1700
5	\$1900

### 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 2:30-3-3:30 pm**

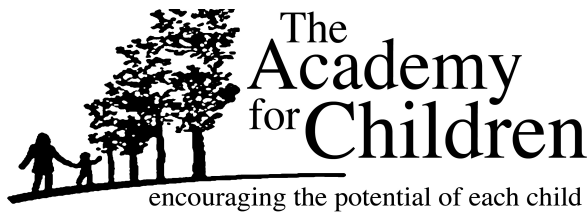
A dance & performance program for boys and girls Ages 3-K

### **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 15<sup>th</sup>, Sept. 15<sup>th</sup>, Nov 15<sup>th</sup> & Jan 15<sup>th</sup>, Mar 15<sup>th</sup>

**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.

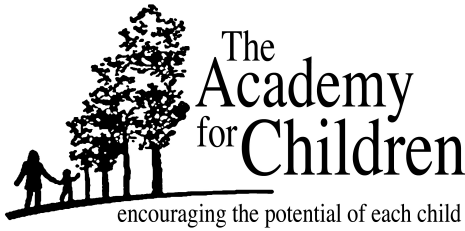
**Academy Kids' Club:** Monday – Friday: 2:30-3:30pm Choose 1-5 afternoons.

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. 1<sup>st</sup>): \_\_\_\_\_

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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**

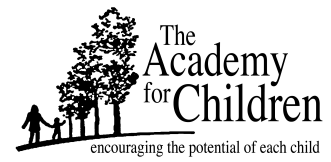
- Share any event which may be affecting your child adversely: \_\_\_\_\_
- Has your child experienced any difficulties in school? \_\_\_\_\_

**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 1<sup>st</sup> 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	May 15, 2021 1 <sup>st</sup> Installment less \$500 Deposit	Sept 15, 2021 2 <sup>nd</sup> Installment	Nov 15, 2021 3 <sup>rd</sup> Installment	Jan 15, 2022 4 <sup>th</sup> Installment	Mar 15, 2022 5 <sup>th</sup> 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 1<sup>st</sup> 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.**