



184 Rivervale Road
River Vale, NJ 07675

ENROLLMENT APPLICATION

Child's Name _____ DOB _____

Date of Application _____ Anticipated Start Date _____

Please list information for both Parents/Guardians if applicable:

Parent/Guardian's Name _____

Address _____

Email _____

Employer Name _____

Address _____

Home Phone _____

Cell Phone _____

Business Phone _____

Parent/Guardian's Name _____

Address _____

Email _____

Employer Name _____

Address _____

Home Phone _____

Cell Phone _____

Business Phone _____



184 Rivervale Road
River Vale, NJ 07675

Child's Name _____ DOB _____

ANTICIPATED DAYS OF ATTENDANCE

Session	Monday	Tuesday	Wed.	Thursday	Friday
9-12					
9-3					
7-6:15					
Other					

My child's approximate time of arrival for his/her session will be _____ a.m./p.m.

And the approximate time of pick up will be _____ a.m./p.m

Siblings & Ages

Please use the following space to provide us with any additional information about your child that you believe would enable us to enhance our care.

How did you hear about Lily Pond? (If through another parent/guardian we would appreciate a full name and e-mail to send our thanks).



184 Rivervale Road
River Vale, NJ 07675

Please do not sign the application until you have read the policy.

FINANCIAL CONTRACT & TUITION POLICY

1. The first month tuition is due on the first day of attendance.
2. Tuition for the Lily Pond Country Day School is billed monthly. Invoices will be sent approximately one week prior to the new month. Tuition for the new month must be paid by the first of the month unless other arrangements have been discussed with Ed or Chris Imperiosi.
3. There is no credit given for a child's absence.
4. There is no credit given for days when Lily Pond must close due to holidays, (schedule attached), inclement weather or any other emergency closing.
5. Lily Pond will charge a \$5.00 per day late fee for tuition payments made after the first school day of the new month. If tuition and late fees are not paid by the fifth calendar day of the month further attendance will be denied.
6. If a child's first day at Lily Pond occurs mid-month, tuition will be pro-rated based upon the number of days Lily Pond is in operation that month. Lily Pond does not prorate for early withdrawal in a month. If Lily Pond was closed due to vacation, holidays or inclement weather these days will be included in the formula as sessions.
7. Children who attend Lily Pond must adhere to a set schedule. Days cannot be switched. If space permits, days may be added for special occasions or other home requirements. Parents will be charged at their pro-rated rate for the extra day.
8. Lily Pond closes promptly at 6:15 PM. Parents/Guardians who pick up their child a late charge of \$1.00 per minute after 6:15 will be added to the next invoice. If parents are repeatedly late we may not be able to accommodate the schedule.
9. Our teachers and assistants are paid for all hours worked. We ask for everyone's cooperation in adhering to the time frames that have been set for the Lily Pond Community.
10. Lily Pond attempts to control costs increases as much as possible. Please note that based on the consumer price index a cost of living increase may be initiated in November of the school year.

I hereby acknowledge that I have read and agree to honor the terms of the financial commitment as stated in this documented entitled, 'Financial Contract and Tuition Policy.'

Registration fee \$150.00 (non- refundable) due before start date.

**There is an annual Registration Renewal Fee of \$75.00 to enroll into the next academic year.
10% discount for second child attending and 20% discount for the third**

Name of Parent/Guardian

Signature

Date



184 Rivervale Road
River Vale, NJ 07675

PICK -UP AUTHORIZATION

Please note that Lily Pond must be notified by the parent or legal guardian in advance that someone else will be picking up a child from Lily Pond.

Child/Children's Names

Persons Authorized to Pick-up child (other than parent):

Name _____
Relationship _____
Address _____
Home/Cell Phone _____
Business Phone _____

Name _____
Relationship _____
Address _____
Home/Cell Phone _____
Business Phone _____

Name _____
Relationship _____
Address _____
Home/Cell Phone _____
Business Phone _____



184 Rivervale Road
River Vale, NJ 07675

EMERGENCY GUIDE SHEET

Child/Children's Names

Child's Doctor _____
Address _____
Phone _____
Preferred Hospital _____

Please provide the names, addresses, and phone numbers of three responsible persons to contact should we be unable to reach a parent in an emergency.

Name _____
Relationship _____
Address _____
Phone _____

Name _____
Relationship _____
Address _____
Phone _____

Name _____
Relationship _____
Address _____
Phone _____



184 Rivervale Road
River Vale, NJ 07675

In the event of an emergency occurs for which my child requires immediate medical attention, I authorize The Lily Pond Country Day School to seek care for my child as deemed appropriate by the Director (or his delegate).

If necessary, The Lily Pond Country Day School is authorized to transport my child to a nearby hospital where hospital personnel may perform emergency treatment on my child as deemed appropriate by the Emergency Room physician.

In case of minor injury, I authorize The Lily Pond Country Day School to perform first aid.

My child is known to suffer from the following allergies or medical conditions:

Name of Parent/Guardian

Signature

Date

Should an emergency occur, The Lily Pond Country Day School will make every attempt to notify the child's parents or to the authorized adult and the child's physician as soon as possible.

Please note that Lily Pond accepts no liability if these individuals cannot be reached.



184 Rivervale Road
River Vale, NJ 07675

CRISIS MANAGEMENT

Dear Parents,

As part of the Crisis Management Plan implemented at the Lily Pond Country Day School, we are required to advise you of the protocol if for any reason we are unable to remain in the building at 184 Rivervale Road, River Vale, NJ 07675.

1. The children will be brought to the Roberge School 617 Westwood Ave., River Vale, NJ 07675.
2. We will contact you and you will be instructed as to when and where you can pick up your child/children at this facility.
3. The children will remain with the teachers and Mr. Ed/Ms. Chris until they are picked up by an authorized adult.

We hope that we do not need to implement such a plan, but we recognize the importance of having a detailed emergency action plan in place. Thank you for your understanding and cooperation.

Chris & Ed

Child/Children's Names

Address

Home Phone Number

Please indicate the best order (first, second, third) in which to be contacted including the person and the phone number:

Mother's Name

Cell Phone Number

Father's Name

Cell Phone Number

Mother's Email Address

Work Number

Father's Email Address

Work Number

Person authorized to pick up child/children other than parent:

Authorized Person's Name

Phone Number(s)

Name of Parent/Guardian

Signature

Date



184 Rivervale Road
River Vale, NJ 07675

WALKING EXPEDITION PERMISSION SLIP

The Lily Pond Country Day School may offer certain major field trips throughout the year. Parents will be notified well in advance when these trips will occur and will be requested to sign individual permission slips for each event.

This form is to request permission for your child to participate in walking expeditions within the schools neighborhood. The staff of Lily Pond will always know the children are at any given time and will provide adult supervision. The route of any walk will involve no safety hazards.

I give permission for my child _____ to participate in walking trips within the Lily Pond Country Day School's neighborhood.

Please note that these "trips" are by carriage for the infants to enjoy the benefit of outside time.

Name of Parent/Guardian

Signature

Date



Dear Parent,

In keeping with the New Jersey's child care licensing requirements, we are obliged to provide you, as the parent of a child enrolled at The Lily Pond Country Day School, with the attached informational statement.

The statement highlights, among other things, a parent's right to visit and observe the school at any time without having to secure prior permission, the school's obligation to be licensed and to comply with licensing standards, and the obligation of all citizens to report suspect child abuse/neglect/exploitation to the State's Division of Youth and Family Services (DYFS).

We are further required to provide you with The Lily Pond Country Day School Parent Handbook which outlines our policies.

Please read this statement and our Parent Handbook (emailed) carefully and sign below to indicate your receipt of this information. If you have any questions, please feel free to contact us at 201-664-5606.

Sincerely,

Ed and Chris Imperiosi

Name of Parent/Guardian

Signature

Date



184 Rivervale Road
River Vale, NJ 07675

**Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others. Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too. Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases.

Please talk to us about these policies so we can work together to keep our children healthy. Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center. Parents are entitled to review the center's



184 Rivervale Road
River Vale, NJ 07675

copy of the Office of Licensing’s Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office’s Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review. Please talk to us if you have any questions about the center’s space. Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children. Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office. Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip. Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY). Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children’s products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at www.state.nj.us/lps/ca/recall/recalls.htm. Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1(800) 242-5846.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.nj.gov/dcf and select Publications.

I _____ acknowledge with my signature that I
Name of Parent/Guardian

understand the attached document and my rights.

Signature of Parent/Guardian

Date