

# Lily Pond Country Day School



## **ENROLLMENT APPLICATION**

Child's Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Date of Application \_\_\_\_\_  
Projected 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 \_\_\_\_\_

**PREFERRED ATTENDANCE SCHEDULE**

**Days of the Week**

<b>Morning</b>	<b>9am - 12pm</b>	_____
<b>Full Day</b>	<b>9am - 3pm</b>	_____
<b>Extended Day</b>	<b>9am - 6pm</b>	_____

**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 Country Day School? (If through a current or past family, we could appreciate the name and email to send our thanks!)**

\_\_\_\_\_

# **FINANCIAL CONTRACT & TUITION POLICY**

***\*Please don't sign the application until you have read the policy\****

1. The first month tuition is due on the first day of attendance.
2. Tuition for 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 1<sup>st</sup> of the month, unless other arrangements have been made with Lily Pond administration.
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, inclement weather, or other emergency closing.
5. Lily Pond will charge \$5.00 per 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 5<sup>th</sup> calendar day of the month, further attendance may be denied.
6. If a child's first day at Lily Pond occurs mid-month, tuition will be prorated based upon the number of days Lily Pond is in operation that month. Lily Pond does NOT prorate for early withdrawal in a month.
7. Children who attend Lily Pond must adhere to a set schedule. Days can not be switched. If space permits, days may be added for special occasions or other home requirements. Parents will be charged at their prorated rate for the extra day.
8. Lily Pond closes promptly at 6:00pm. Parents/Guardians who pick up their child late, will be charged \$1.00 a minute after 6:00pm on their next invoice.
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 cost 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 document entitled, "Financial Contract & Tuition Policy".**

**\*A registration fee of \$150 (non-refundable) is due before your child's start date. There is an annual Registration Renewal Fee of \$75 to enroll into the next academic year. 10% discount for second child attending and 20% discount for a third child.\***

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Name of Parent/Guardian

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Signature

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Date

# **PICK-UP AUTHORIZATION**

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

\_\_\_\_\_  
Child/Children's Names

## **Persons Authorized to Pick-Up (Other than Parent/Guardian):**

Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Home/Cell Phone \_\_\_\_\_  
Business Phone \_\_\_\_\_

Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Home/Cell Phone \_\_\_\_\_  
Business Phone \_\_\_\_\_

Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Home/Cell Phone \_\_\_\_\_  
Business Phone \_\_\_\_\_

# EMERGENCY GUIDE SHEET

Child/Children's Names \_\_\_\_\_  
\_\_\_\_\_

Child's Doctor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Preferred Hospital \_\_\_\_\_

**Please provide the names, addresses, and phone numbers of three people 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 \_\_\_\_\_



# 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 \_\_\_\_\_ 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.

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Child/Children's Names

\*Please indicate best contact information for the above situation\*

Contact Name/Relationship \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact Name/Relationship \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **WALKING EXPEDITION PERMISSION SLIP**

Lily Pond Country Day School may offer certain 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 school's neighborhood. The staff of Lily Pond will always know where 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" also include stroller time for the infants to enjoy the benefit of outside time.

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Name of Parent/Guardian

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Signature

Date



Dear Parent,

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

Day Rosenberg & Tara Sluyter

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Name of Parent/Guardian

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Signature

Date