

**ENROLLMENT AGREEMENT 2018-2019**

**FOR COMMUNITY SCHOOL IN NUTLEY**

*This Application must be completed and returned to:*

 *The Community School, 200 Highfield Lane, Nutley, NJ 07110, 973-667-5446*

 *Please include the non-refundable registration fee ($60 per family)*

 *in order for your child to be enrolled*.

|  |
| --- |
| **CHILD INFORMATION**  |
| **Child’s first name**  | **Child’s middle name** | **Child’s last name** | **By what name child is called at home** |
| **Date of Birth** | **Age** | **Gender M F** | **Primary language** **spoken at home** |
| **Child’s home address** | **Home phone** |
| **Please list family members living with child –** **Please include names and ages of siblings****For more space, use additional paper** | **3.**  |
| **4.** |
| **1.**  | **Is your child potty trained? y/n (not required)** |
| **2** |  |
| **PRIMARY CONTACT AND RELEASE PERSONS** |
| **Parent or Guardian Name** | **Home phone** | **Cell phone** | **E-mail Address** |
| **Parent /Guardian’s Address if different from Child** | **Marital Status****Married /Divorced Remarried /Widow/Other** |
| **Business Name and Address** | **Business Phone** | **Occupation** | **May we call work?** |
| **Parent or Guardian Name** | **Home phone** | **Cell phone** | **E-mail Address** |
| **Parent /Guardian’s Address if different from Child** | **Marital Status****Married /Divorced/Other Remarried /Widower** |
| **Business Name and Address** | **Business Phone** | **Occupation** | **May we call work?** |
| **\*EMERGENCY CONTACT AND RELEASE PERSONS *Do not include parents and guardians*** |
| **PLEASE NOTIFY THE SCHOOL IF AN EMERGENCY PERSON WILL BE PICKING UP** |
| **\*Contact’s Name** | **Relationship to Child** | **Contact Number** |
| **\*Contact’s Name** | **Relationship to Child** | **Contact Number** |
| **\*Contact’s Name** | **Relationship to Child** | **Contact Number** |
| *\*The persons designated in the section above (Emergency Contact and Release) may be contacted by Community School and are authorized to pick up my child if there is an emergency, medical or otherwise, and I can’t be reached. If emergency contacts are not known by school staff, they will be asked for identification such as a driver’s license and must be at least 18 years of age.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *Signature of Parent/Guardian Date*Reg Fee Pd \_\_\_\_\_\_\_\_\_\_\_Date Pd \_\_\_\_\_\_\_\_\_\_\_Ch # \_\_\_\_\_\_\_\_\_\_\_Deposit Pd \_\_\_\_\_\_\_\_\_\_\_Date & Ch #\_\_\_\_\_\_\_\_\_\_\_ |

 **\*Checks made payable to CSN or Community School in Nutley**

**ENROLLMENT AGREEMENT**

|  |
| --- |
| **SCHEDULED ATTENDANCE** |

**Tuition fees are based on the attendance for which my child is enrolled. I understand I will be charged additional tuition if my child’s attendance increases. I would like to enroll my child on the following days: (check availability):**

 Circle days desired

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

STARTING DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **CENTER HOURS OF OPERATION** |

**The Community School is open from 7:00 a.m. to 5:30 p.m., September through mid-August, closing the last 2 weeks of August. An extended day till 6:00 is offered for an additional fee. Our schools are closed in recognition of major holidays (see calendar). The School’s holiday schedule may vary and is subject to change at any time; however you will receive ample notice of any such change. There are times when, for the safety of our staff and students, we may close for emergencies and/or severe weather conditions.**

**If I or other authorized persons fail to pick up my child(ren) and or contact the school, and I or other authorized persons cannot be reached, center staff within thirty minutes after closing time or in accordance with State child care licensing regulations, may release children to the custody of child protective services or other local authorities.**

***Except for infrequent emergencies, A LATE PICK-UP FEE WILL BE ASSESSED ($10 for 1 – 15 minutes/$20 for 16 to 30 minutes etc)* WHEN A CHILD IS LEFT BEYOND THE CENTER’S OPERATING HOURS. THE LATE PICK-UP FEE DOES NOT CONSTITUTE AN AGREEMENT TO PROVIDE AFTER HOURS SERVICE. OUR TEACHERS NEED TO GO HOME TO THEIR FAMILIES AND OBLIGATIONS SO PLEASE HAVE ALTERNATE PICK-UP ARRANGEMENTS FOR YOUR CHILD IN THE EVENT YOU ARE DELAYED. Charges are calculated according to when the children and attending teachers actually leave the building.**

|  |
| --- |
| **TUITION FEES ARE DUE ON THE FIRST OF EACH MONTH** |

**I UNDERSTAND THAT IF MY CHILD MISSES REGULARLY SCHEDULED DAYS DUE TO VACATION THESE DAYS CANNOT BE MADE UP ON ANOTHER DAY ON WHICH MY CHILD IS NOT ENROLLED. Absence due to illness: these make up days are sometimes scheduled according to teacher/child ratios but not guaranteed.**

**I UNDERSTAND THAT TUITION PAYMENTS ARE DUE REGARDLESS OF WHETHER MY CHILD IS SICK OR TAKING VACATION. Tuition fees are not subject to pro-ration for illness, holidays or emergency closure of the school.**

**I UNDERSTAND THAT MY CHILD MUST HAVE RECEIVED VACCINATIONS, ACCORDING TO AGE AND REQUIREMENTS MANDATED BY THE NJ DEPT OF HEALTH, INCLUDING ANY FLU VACCINES BEFORE ENROLLMENT.**

**Current immunization information, signed by the physician’s office, should be provided to the school before enrollment.**

* **REGISTRATION FEES ARE NON-REFUNDABLE, DUE AT TIME OF ENROLLMENT AND PAYABLE EACH YEAR ON OR BEFORE SEPTEMBER 1ST. IF MY CHILD HAS WITHDRAWN FROM THE PROGRAM AND SUBSEQUENTLY RE-ENROLLS, A NEW REGISTRATION FEE IS DUE AT THIS TIME. A Late Fee of 25.00 will be charged for tuition paid after the 15th of the month.**

**\*I UNDERSTAND THAT THREE WEEKS NOTICE MUST BE GIVEN FOR THE DEPOSIT TO BE REFUNDED.**

* **I UNDERSTAND THAT THE CSN STAFF WORKS DILLIGENTLY WITH EVERY FAMILY AND CHILD TO MAKE THIS GROUP CHILD CARE ARRANGEMENT WORK. HOWEVER, I HAVE RECEIVED AND READ THE SCHOOL EXPULSION POLICY AND UNDERSTAND CAUSES LISTED FOR EXPULSION AND THAT IF A CHILD FAILS TO ADJUST AFTER A REASONABLE AMOUNT OF TIME, OTHER CHILD CARE ARRANGEMENTS MAY HAVE TO BE MADE.**
* **I GIVE PERMISSION FOR MY CHILD’S PHOTO TO BE USED FOR NEWSPAPER/ PRINT/ WEBSITE /PURPOSES YES NO**

***I have read and understand the above information on this enrollment agreement.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Parent/Guardian Signature date Parent/Guardian Signature date**