



Evelyn Street Day School

352 Evelyn Street Paramus, NJ 07652 (201) 523 -9555

Admission Application & Agreement

Child's Name _____

Date of birth _____

Mother's Name _____

Father's Name _____

Family's Address _____

Home Telephone Number _____

Mother's Business Name _____

Workplace Telephone Number _____

Father's Business Name _____

Workplace Telephone Number _____

Mother's Cell Number _____ Father's Cell Number _____

Does the child have any siblings? Please list their names and ages _____

Has the child been in a school setting before? _____

If so, where and how long? _____

Please tell us about your child (anything you wish to share) _____

Do you have any concerns? For example, does your child have any health issues? **Food allergies?** Is your child on any long-term or short-term medication? If so, what is it for? Is your child shy or quiet? Is your child a fussy eater? Please share anything you feel we should know.

*Date you wish to start (please list it in numerical form like this: 09-05-2017)_____

Please list the **days and hours** your child will attend (while we are open from 7 a.m. to 6 p.m. and any child enrolled full time may attend anytime during those hours, we ask for this information as a guide so that we are sure to have the proper staffing and supervision in place for all children):

** We may not have a spot open on your chosen start date. However, we will do our best to accommodate your wish as soon as possible. We apologize for any inconvenience this may cause.*

Please note: We recommend that you bring your child here no later than 9 a.m., the approximate time in which teachers normally begin circle time, a key learning time.

Admissions Agreement

This is an agreement between Evelyn Street Day School and the parent(s) or guardian(s) for the care and education of the child listed below:

Child's Name:		
Age and DOB:		
Parent/Guardian's Name (#1):		
Parent/Guardian's Name (#2):		
<i>Name of person responsible for payment:</i>		
Address:		
City:	State:	Zip:
Telephone numbers:		

I, (please print your name here) _____, understand that by signing below I agree to reserve a spot for my child (please print your child's name here) _____, at Evelyn Street Day School at the agreed-upon starting date of **(please specify month and day)** _____. I further understand that by signing below I will pay the contractually agreed-upon first month's tuition, security deposit and registration fee due under the terms and conditions hereby listed.

My child, _____, will attend Evelyn Street Day School according to the following schedule (list days and hours) _____. I understand that once I have submitted payment I am locking in a space for my child. This payment is **non-refundable**. Should I change my mind prior to the start date I will forfeit my payment. By initialing here I understand and agree to abide by the above statement _____.

I, _____, understand that the schedule I have chosen is fixed, which means I **cannot substitute one day for another**. By initialing here I understand and agree to abide by the above statement _____.

I, _____, understand that Evelyn Street Day School is a year-round center and that this is an **application for year-round enrollment**. Any changes to this application, such as modified hours or periods of time off, may result in being placed on a wait list or being subject to the most current tuition (which may or may not be the same as when you enrolled) upon return. Children enrolled full time throughout the summer will automatically be guaranteed continued enrollment through the fall. Please discuss this item with the director or assistant director prior to enrolling should you have any questions or concerns. By initialing here, I understand and agree that I am enrolling year round _____.

Administrator's notes regarding the above _____.

Please initial here to indicate that you understand and agree to abide by the above statements: _____

Scheduling Options

Monthly Tuition

Hours:	No. of Days
Anytime between 7 a.m. and 6 p.m.	\$1,475/5 days
7 a.m. and 6 p.m.	\$1,275/4 days
7 a.m. and 6 p.m.	\$1,075/3 days
7 a.m. and 12:30 p.m.	\$1,075/5 half days

Please include the \$100 registration fee with your first payment

Contractual Terms and Conditions

I, _____, understand and agree that any change to my child's school schedule will be accepted only with a signed new Admission Agreement and advance notice written to and approved by the Director. Please initial here to indicate that you understand and agree to abide by the above statement: _____

Registration Fee: There is a \$100 non-refundable registration fee due at the time of this application. Please initial here to indicate that you understand that the registration fee is non-refundable for any reason: _____

Tuition Fee:

Admittance will not be allowed until full payment is received. A student's place is fully secured when the admission application and agreement as well as all applicable fees and deposits are on file at the School. The fees set forth herein will be in effect until a new agreement or a written notice of termination with 30 days' notice is submitted (see below for more information about the 30-day termination notice that must be submitted in writing). When 30 days' notice is submitted, this contact will be in effect until the final day and hour of a child's enrollment.

The monthly tuition fee for each child must be paid within the first week of the month in question. **All tuition payments made after the first week of the month will be subject to a \$45 late fee.**

Please initial here to indicate that you understand and agree to abide by the above statement: _____

Late Payments: An account is considered delinquent if tuition is not paid within the first week of the month for which tuition is due. If payment is not received by the start of the second week, the child will not be able to return to school until payment is made. The \$45 late fee will still be assessed.

Please initial here to indicate that you understand and agree to abide by the above statement:

Security Deposit, Registration Fee and First Month's Tuition: Upon notification that a child has been accepted to Evelyn Street Day School, a security deposit equivalent to one month's tuition is due. This deposit must be paid upon registration in order to secure the child's position at Evelyn Street Day School. If no deposit is provided, the family forfeits enrollment. The security deposit is non-refundable. If a family enrolls a child at Evelyn Street Day School and later withdraws without ever attending or attending only a portion of the time, the security deposit is forfeited. The security deposit for a child who enrolled and attended will be held and applied toward the tuition of the child's final month. The family must hand in a written and dated statement 30 days prior to the child's last day, in which case the security deposit will be applied toward the child's final month.

A \$100 registration fee is due upon enrollment.

The first month's tuition is due prior to the start date.

Please initial here to indicate that you understand and agree to abide by the above statements:

Full tuition is due regardless of attendance: There is no credit given for holidays or days absent due to illness, vacation, or other reasons.

Please initial here to indicate that you understand and agree to abide by the above statement:

Payments may be made in the form of a personal check or money order. Credit card payments are accepted with an additional 3.5% credit card processing charge.

Checks are made payable to Evelyn Street Day School. Returned checks will result in a \$45 non-sufficient funds fee being added to the amount due. There will be a strict cash or money order only policy in place after TWO returned checks. Any child whose tuition is delinquent by one month or longer may be expelled immediately upon notice of tuition being past due unless all tuition that is due is paid in cash upon notification.

Please initial here to indicate that you understand and agree to abide by the above statement:

Termination Conditions: Should a time arise when *either* Evelyn Street Day School or the parent/guardian feels that the child is not benefiting from the program, a job relocation, a move, or any other reason, *either* party may request withdrawal or contract termination without prejudice provided a 30-day written notice is provided. To terminate this agreement a written notice must be handed in to the Director 30 days prior to your child's last day to be considered effective. The final day will be 30 days *after* receipt (the date that the document is handed to the Director or Teacher or the postmark date of a mailed notification) of said notice. This contract remains in effect during the 30 days after the written notice of withdrawal or termination is provided. Upon 30-day written notice your security deposit will be applied toward your child's final month of care. You are responsible for the final month of tuition if you choose to leave without providing the 30-day written notice or prior to the 30 days being reached. You will forfeit your security deposit if you do not provide 30 days' notice in writing. **There is no partial return of a security deposit.** You will not, for instance, be able to provide two weeks' notice and get half of your security deposit back.

Please initial here to indicate that you understand and agree to abide by the above statement: _____

Tuition Increases: While Evelyn Street Day School is a year-round day care center the day after Labor Day in September is regarded as the start of a new school year. Evelyn Street Day School reserves the right to increase tuition by a set percentage, effective as of September of the same year of the stated increase. Evelyn Street Day School will provide parents with at least three months' notice that an increase will occur and will provide in writing the actual percentage of the increase at that time. You will have the option to renew your contract at that time.

Early Drop-off: There is a \$100 monthly charge if you wish to drop off your child anytime between 6:30 and 7 a.m. Mondays through Fridays, \$80 four times weekly and \$60 three times weekly. Please check this box if you require this option: _____ Number of days (please specify which days of the week) _____

Please initial here to indicate that you understand and agree to abide by the above statement:

Late Pickups: It is imperative that parents pick up their children on time. The children recognize when parents are late and begin to worry. Evelyn Street Day School closes at 6 p.m. There is a \$5 late fee for any time within the first five minutes late and a \$3 per minute late fee anytime after 6:05 p.m. You will be expected to pay the late fee upon pick up on the date in which you are late. You may pay by check or cash.

If you are running late, please call as a courtesy. Every parent is expected to have the Evelyn Street Day School telephone number [(201) 523-9555] programmed into his or her cell phone. Staff will call the emergency contact phone numbers for any child whose parent did not call and has not been picked up within 15 minutes after closing time. The local authorities will be called when a parent/guardian has not called and it is 20 or more minutes past *closing time* and when emergency contacts could not be reached.

Please initial here to indicate that you understand and agree to abide by the above statement:

Forms: Evelyn Street Day School must have the following forms completed before a child can attend: Signed Contract, Emergency Contact Form, Universal Child Health Record together with proof of up-to-date immunizations (this includes proof of flu shot for any enrollments after Nov. 1.

Please notify the school immediately if any changes are made to these records, as well as any address or telephone changes, at any time during the year.

Please initial here to indicate that you understand and agree to abide by the above statement:

Attendance Log (located by the front entry): All children must be signed in and out daily with a full signature (*first and last name*) of an authorized adult. When signing a child in, the parent/guardian will provide a written statement naming the person who will pick up the child each time it is anyone other than the designated parent/guardian or *pre-authorized* individual (such as a babysitter or grandparent). A child will not be released to anyone not on the normal pick up or emergency contact form. If the parent/guardian or authorized adult cannot pick up the child and did not communicate a change in plans to the Director or Teacher when dropping his/her child off, the emergency contact person will be called for immediate pick up. It is your responsibility to remember to send in written notices regarding changes in pick up plans. Please refrain from leaving telephone voice messages about a change in pick-up plans as Evelyn Street Day School requires changes to be in writing. The safety of your child is paramount and these rules cannot be altered.

Please initial here to indicate that you understand and agree to abide by the above statement:

Behavior Policy: Evelyn Street Day School wishes to maintain a safe and secure environment for all children. Children have conflicts and, when they occur, we strive to turn conflicts into learning opportunities. Staff will make every effort to redirect a child's behavior toward the positive. If a behavior, which is deemed unsafe for the child or others, does occur and persists, parents/guardians will be asked to attend a meeting. Parents will be informed if it is believed that professional intervention is warranted. Evelyn Street Day School reserves the right to terminate a contract, effective immediately, if a recurring behavior is considered by Evelyn Street Day School to be dangerous or *potentially* dangerous to the child or others.

Please initial here to indicate that you understand and agree to abide by the above statement:

By Signing this Agreement: Parents/guardians must agree to abide by the terms and conditions of this entire agreement and must sign below if they wish to enroll their child at Evelyn Street Day School.

I, _____(please print your name here), by signing below acknowledge that I have read, understand and agree to abide by all of the above terms and conditions of admission and enrollment at Evelyn Street Day School. Only one signature is required, but two may opt to sign.

Parent/Guardian's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____
(if applicable)

Evelyn Street Day School Director's Signature _____ Date _____

***Please make a copy of this contract for your records.
Thank you.***