

Student Information

Name _____ Birth date _____ Age (on 9/1/17) _____

Toilet trained*: yes / no (circle one) Gender: M / F (circle one) Friend Request** _____

* If not toilet trained, please read the requirements in the Additional Terms & Conditions section.

** You may specify ONE friend that we will attempt to group with your child. The friend must be enrolled in the same program.

Parent/Guardian Information

Phones

Name(s) _____ 1 mom dad _____ home work cell

Street _____ 2 mom dad _____ home work cell

City _____ Zip _____ 3 mom dad _____ home work cell

Email 1 (required) _____ 4 mom dad _____ home work cell

Email 2 _____ 5 mom dad _____ home work cell

Please provide at least two contact numbers; circle whose number and what type of phone it is. Please list numbers in the order you would like us to use them. **Email is required and will be used for general communication and payment reminders.**

Programs - choose on next page

Three Year Old programs are intended for children that are two years away from kindergarten. Students should generally be 3 years old by October 1st, 2017. **Four Year Old programs** are intended for children that will attend kindergarten the following year.

Mini Day programs are from 9:30am - 1:30pm. **Full Day programs** are from 9:30am - 3:00pm. Both program include a Lunch Period, and children should be sent to school with a lunch. Full Day programs include everything in a Mini Day program plus a rest period, an additional play period, and an additional instructional period. All students are assigned a specific classroom for their program. Each classroom has a teacher and an assistant. 4 and 5 day programs include enrichment days on Tuesday and/or Thursday which may be in a separate classroom with different teaching staff. There is a 10 minute period before and after each program for arrival and dismissal.

Program tuition includes all required costs (projects, supplies, etc.). Briar Hill occasionally makes available *optional* services from outside vendors, primarily school picture packages and book orders, which are not included in tuition.

	Programs	Three Year Old Annual Tuition	Four Year Old Annual Tuition
2 Days Tuesday & Thursday	Mini Day 9:30am - 1:30pm	<input type="checkbox"/> \$2600 (\$260 per month)	
	Full Day 9:30am - 3:00pm	<input type="checkbox"/> \$3100 (\$310 per month)	<input type="checkbox"/> \$3100 (\$310 per month)
3 Days Monday, Wednesday, & Friday	Mini Day 9:30am - 1:30pm	<input type="checkbox"/> \$3950 (\$395 per month)	<input type="checkbox"/> \$3950 (\$395 per month)
	Full Day 9:30am - 3:00pm	<input type="checkbox"/> \$4750 (\$475 per month)	<input type="checkbox"/> \$4750 (\$475 per month)
4 Days Mon, Wed, & Fri PLUS Tues or Thurs Enrichment	Mini Day 9:30am - 1:30pm	<input type="checkbox"/> \$4850 (\$485 per month) Select: <input type="checkbox"/> Tuesday or <input type="checkbox"/> Thursday	<input type="checkbox"/> \$4850 (\$485 per month) Select: <input type="checkbox"/> Tuesday or <input type="checkbox"/> Thursday
	Full Day 9:30am - 3:00pm	<input type="checkbox"/> \$5850 (\$585 per month) Select: <input type="checkbox"/> Tuesday or <input type="checkbox"/> Thursday	<input type="checkbox"/> \$5850 (\$585 per month) Select: <input type="checkbox"/> Tuesday or <input type="checkbox"/> Thursday
5 Days Mon, Wed, & Fri PLUS Tues & Thurs Enrichment	Mini Day 9:30am - 1:30pm	<input type="checkbox"/> \$5650 (\$565 per month)	<input type="checkbox"/> \$5650 (\$565 per month)
	Full Day 9:30am - 3:00pm	<input type="checkbox"/> \$6850 (\$685 per month)	<input type="checkbox"/> \$6850 (\$685 per month)

Tuition is for the entire school year. Tuition is divided into 10 monthly payments for convenience. **A non-refundable \$40 enrollment fee and a one-month payment deposit must be submitted with this application.** The 9 remaining payments are due on the 10th of each month from September through May. Please see the Additional Terms and Conditions section for Briar Hill's policies on late payments, partial year enrollments, terminations, and refunds.

Monthly payments can be made by either check, cash, or credit card. Credit card payments can be processed over the phone or in the office. For security, Briar Hill does not keep credit card information. There is a \$30 charge for returned checks, a \$25 charge for late payments, and a \$10 charge for enrollment changes during the school year.

Extended Care

Early Arrival

2 days/wk - \$40/month
3 days/wk - \$60/month
4 days/wk - \$70/month
5 days/wk - \$80/month

Allows students in Mini or Full Day programs to arrive as early as **7:45am**. This service can also be used at a daily rate with 24 hours notice.

Select which days: M T W Th F

Late Pickup

2 days/wk - \$40/month
3 days/wk - \$60/month
4 days/wk - \$70/month
5 days/wk - \$80/month

Allows students in Full Day programs to stay as late as **4:45pm**. This service can also be used at a daily rate with 24 hours notice.

Select which days: M T W Th F

Discounts - applied automatically

Sibling Discount

5% tuition discount

Applies to families with multiple children attending Briar Hill School during the same school year. The child with the highest tuition will pay the normal rate. Any additional siblings will receive a 5% discount.

Full Payment Discount

5% tuition discount

Applies to families that pay in full for the entire school year. **Full payment must be made with check or cash (not credit card) by September 10th, 2017.** A non-refundable \$40 enrollment fee and one-month payment deposit are still required with this application. This discount is not available for full payments after September 10th, 2017.

Camp Discount

applies to camp tuition

Applies to students that attend camp following a complete year at Briar Hill School. A 10% discount will be applied to camp tuition (can be combined with other sibling discounts). This discount does not affect school tuition, but is mentioned here as a significant savings for families choosing Briar Hill for both school and camp.

Additional Terms & Conditions - please read carefully

Enrollment - Enrollment is subject to availability and is on a first-come basis. An opening can only be reserved with required enrollment fee and deposit. An enrollment may be terminated for failure to meet a payment deadline. I understand that Briar Hill reserves the right to refuse any application or terminate an enrollment at any time.

Medical - I hereby grant Briar Hill permission to seek emergency medical treatment for my child and also to perform first aid as deemed necessary. I agree to provide all medical information required by the state of New Jersey and to alert Briar Hill in writing of any medical conditions that might affect my child while at school (Briar Hill will provide medical forms). I understand that this information must be provided before my child can attend classes.

Immunizations - All children attending Briar Hill must meet the state of New Jersey's immunization requirements. I understand that state law prohibits my child from attending Briar Hill if I do not meet these requirements and that I will be required to provide proof of current immunizations or a medical/religious exemption letter.

Activities - I grant permission for my child to use all the facilities and participate in all activities except as noted on my child's medical form.

Allergies - Briar Hill tries hard to accommodate children that have allergies. During the school year, Briar Hill does not provide snacks that have peanuts or are made in a facility that processes such foods. If a child has an allergy, the teacher will work with the parent to create a plan for food. This may include alerting other families in the class of the allergy and requesting that certain foods not be brought to class. However, since parents provide food for their own child in programs having a lunch period or for the whole class during occasional special events, I understand that Briar Hill does not claim to be a peanut-free facility.

Toilet Training - I understand that Briar Hill generally expects that students are toilet trained. Diapers are not allowed, but pull-ups are permitted for children that are nearly toilet trained. I understand that I will be required to come to the school to change any accidents my child has, and that frequent, ongoing accidents may result in dismissal from school.

Absences - I understand that there is no refund for absences. This includes, but is not limited to, absences due to sickness or vacations.

Arrival/Dismissal - I understand that I am responsible for my child's safety during arrival and dismissal while my child is outside the school building. I understand that if I am late for dismissal for a Mini Day program, my child will be brought to the office, and I will be charged the current hourly rate for Extended Care. I understand that if I am late for a Full Day class dismissal, my child will be placed in Extended Care, and I will be charged the hourly rate for using this service. Extended Care ends promptly at 4:45pm, and I understand that an additional late charge of \$25 for every half hour applies for pick up after 4:45pm.

Late Payment - Monthly payments are due on the 10th of each month. There is a 5 day grace period. **I understand that if a payment is not received by the 15th, a \$25 late payment penalty will be automatically added to my account.** I further understand that if a payment is not received by the 25th, my child's enrollment will be automatically terminated.

Additional Terms & Conditions (continued)

Partial Year Enrollments - Partial year enrollments occur due to mid-year starts, changes, or stops. At the Director's discretion, Briar Hill can often accommodate mid-year starts and changes on a space-available basis. Program and Extended Care tuition for all partial year enrollments is prorated to the exact school days enrolled. Families starting or changing an enrollment mid-year will often have a single monthly payment that is lower or higher than the advertised monthly payment to adjust for the prorated days.

Terminations - I understand that I may terminate my child's enrollment by providing one week's written notice to Briar Hill. This notice must be confirmed by Briar Hill in writing or the original enrollment and tuition remains in effect.

Refunds - I have considered enrollment carefully and understand that I am making a commitment to Briar Hill. Based on my enrollment commitment, Briar Hill makes purchasing, scheduling, and hiring decisions. Furthermore, openings are difficult to fill when a child leaves unexpectedly before or during the school year. Therefore, I understand that there are damages associated with enrollment terminations. In particular, damages are 50% of the initial one-month deposit for terminations before August 1st, 2017 and 100% of the initial one-month deposit for terminations on or after August 1st, 2017. Upon termination, I understand that my final cost will be computed as a prorated amount of the annual tuition (based on the number of school days enrolled) plus damages. If a refund is due, it will be issued within 2 weeks of the termination date. In cases of hardship or extraordinary circumstances, Briar Hill will consider requests to waive damages on a case-by-case basis. Requests must be received in writing with supporting documentation.

"Happy Student" Guarantee - If my child is not happy at Briar Hill School, I understand that I can terminate enrollment and receive a refund without damages. I understand that my refund will be calculated as described above subtracting the advertised cost for the portion of school enrolled and the non-refundable enrollment fee. I agree that Briar Hill staff must be able to verify that my child is unhappy while at school for this guarantee to apply.

School Closings - The school calendar includes allowances for school closings (typically due to bad weather). I understand that 3-day programs will not makeup the first four school closing days, and 2-day programs will not makeup the first three school closing days. 4 and 5-day programs combine the allowances from 2 and 3-day programs. If necessary, the school year will be extended to makeup any additional school closings.

Images - I grant permission to use photographs, videos, and audio images and likenesses of my child taken at Briar Hill for the purpose of promoting Briar Hill and for the shared enjoyment of Briar Hill families who may view and download images online.

Dismissal from School - I understand that a child may be dismissed from school if his or her condition or conduct is a safety concern, is detrimental to the experience of other students, or places an unreasonable burden on the staff. Briar Hill will not permit the behavior of an individual student to diminish the experience of other students or consume a disproportionate amount of staff attention. I understand that refunds for school dismissal are computed according to the refund policy described above.

Final Confirmation

I hereby enroll my child for the program and options selected above. I agree to the school payment and refund policies. I have read and accept all the terms and conditions set forth on all four pages of this enrollment application.

Parent/Guardian Signature _____ Date _____