

### Student Information

Name \_\_\_\_\_ Birth date \_\_\_\_\_ Age (on 10/1/20) \_\_\_\_\_

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

I have attached a copy of my child's birth certificate (new Briar Hill students only)

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

\*\* You may specify ONE friend that we will attempt to place in the same class. A 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

**Four Year Old programs** are intended for children that will attend kindergarten the following year. Children must be 4 years old by October 1<sup>st</sup>, 2020. **Three Year Old programs** are intended for children that are two years away from kindergarten. Students must be 3 years old by October 1<sup>st</sup>, 2020. **Two and a Half Year Old programs** are intended for children turning 3 after October 1<sup>st</sup>, 2020. Children must be 2 1/2 in order to attend, and our program is designed to allow children to enroll mid-year upon turning 2 1/2.

For all programs, students are assigned to a specific classroom with the same teacher and teacher's assistant throughout the school year. **Full Day programs** are from 9:30am - 3:00pm. **Mini Day programs** are from 9:30am - 1:30pm. **Half Day programs** are from 9:30am - 12:00pm. Full and Mini Day programs 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 additional instructional time, an additional play period, and a rest period (Two and a Half and Three Year Old programs only). All programs have a 10 minute period before and after the above times for arrival and dismissal.

	Programs	Two and a Half Annual Tuition	Three Year Old Annual Tuition	Four Year Old Annual Tuition
<b>2 Days</b> Tues & Thurs	<b>Half Day</b> 9:30am - 12:00pm	<input type="checkbox"/> <b>\$2420</b> \$242 per month		
	<b>Mini Day</b> 9:30am - 1:30pm	<input type="checkbox"/> <b>\$2950</b> \$295 per month	<input type="checkbox"/> <b>\$2950</b> \$295 per month	
	<b>Full Day</b> 9:30am - 3:00pm	<input type="checkbox"/> <b>\$3460</b> \$346 per month	<input type="checkbox"/> <b>\$3460</b> \$346 per month	<input type="checkbox"/> <b>\$3460</b> \$346 per month
<b>3 Days</b> Mon, Wed, & Fri	<b>Half Day</b> 9:30am - 12:00pm	<input type="checkbox"/> <b>\$3700</b> \$370 per month		
	<b>Mini Day</b> 9:30am - 1:30pm	<input type="checkbox"/> <b>\$4480</b> \$448 per month	<input type="checkbox"/> <b>\$4480</b> \$448 per month	<input type="checkbox"/> <b>\$4480</b> \$448 per month
	<b>Full Day</b> 9:30am - 3:00pm	<input type="checkbox"/> <b>\$5290</b> \$529 per month	<input type="checkbox"/> <b>\$5290</b> \$529 per month	<input type="checkbox"/> <b>\$5290</b> \$529 per month
<b>4 Days</b> Select: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<b>Mini Day</b> 9:30am - 1:30pm	<input type="checkbox"/> <b>\$5500</b> \$550 per month	<input type="checkbox"/> <b>\$5500</b> \$550 per month	<input type="checkbox"/> <b>\$5500</b> \$550 per month
	<b>Full Day</b> 9:30am - 3:00pm	<input type="checkbox"/> <b>\$6510</b> \$651 per month	<input type="checkbox"/> <b>\$6510</b> \$651 per month	<input type="checkbox"/> <b>\$6510</b> \$651 per month
<b>5 Days</b>	<b>Mini Day</b> 9:30am - 1:30pm	<input type="checkbox"/> <b>\$6410</b> \$641 per month	<input type="checkbox"/> <b>\$6410</b> \$641 per month	<input type="checkbox"/> <b>\$6410</b> \$641 per month
	<b>Full Day</b> 9:30am - 3:00pm	<input type="checkbox"/> <b>\$7620</b> \$762 per month	<input type="checkbox"/> <b>\$7620</b> \$762 per month	<input type="checkbox"/> <b>\$7620</b> \$762 per month

Tuition is for the entire school year. Tuition is divided into 10 monthly payments for convenience. **A non-refundable \$50 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.

*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.*

### Extended Care

#### Early Arrival

2 days/wk - \$30/month  
3 days/wk - \$45/month  
4 days/wk - \$55/month  
5 days/wk - \$65/month

Allows students in Mini or Full Day programs to arrive as early as **7:30am**. This service can also be used at a daily rate with 24 hours notice if space is available.

Select which days:  M  T  W  Th  F

#### Late Pickup

2 days/wk - \$40/month  
3 days/wk - \$60/month  
4 days/wk - \$75/month  
5 days/wk - \$85/month

Allows students in **Full Day programs only** to stay as late as **5:30pm**. This service can also be used at a daily rate with 24 hours notice if space is available.

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, 2020.** A non-refundable \$50 enrollment fee and one-month payment deposit are still required with this application. This discount is not available for full payments after September 10th, 2020.

**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 if permitted by state law.

**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** - Briar Hill's expectations for toilet training varies by age. Children in Four Year Old programs are expected to be fully toilet trained. Diapers and pull-ups are not permitted at this age, and an accident will generally require assistance from a parent or guardian. Children in Three Year Old programs are expected to be mostly toilet trained. Diapers are not permitted at this age, but pull-ups are allowed for children that are almost trained. Briar Hill staff will cleanup infrequent accidents at this age. Daily or even weekly accidents will be considered an indication that a child is not sufficiently toilet trained for a Three Year Old Program. Children in Two and a Half Year Old programs are expected to be in the process of toilet training. Diapers and pull-ups are permitted, and Briar Hill staff will change accidents as needed.

**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 Half Day or 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 5:30pm, and I understand that an additional late charge of \$25 for every half hour applies for pick up after 5:30pm. In addition, three or more instances of picking up after 5:30pm may result in enrollment termination.

## Additional Terms & Conditions (continued)

**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.

**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, 2020 and 100% of the initial one-month deposit for terminations on or after August 1st, 2020. 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.

**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 \_\_\_\_\_