



Dear Parents,

If you have big dreams for your child, we understand how precious these formative years are at The Upper Saddle River Children's Academy. It is a time of wonder, enthusiasm, curiosity, and a critical time in development. We go beyond the basics of academics and play to provide well-rounded growth: cognitive, social, emotional, physical and individual. Our small class population assures this support.

The Upper Saddle River Children's Academy offers a teacher-guided program. We believe that providing engaging, interactive, planned lessons and learning through purposeful play and self-guided exploration are not mutually exclusive concepts.

Our curriculum offers thought-provoking, developmentally-appropriate activities based on thematic units, and provides children the readiness skills for kindergarten. These units focus on children's interests and open pathways to learning more about the world and the surrounding community. We are truly excited to once again offer a full day Kindergarten program, in addition to our Toddlers, Three's, and Pre-K programs!

The teachers in our program are trained, educated, and certified professionals who have extensive experience with preschoolers and their developmental needs. They are loving, nurturing, and have an understanding of each child's needs—intellectually, socially, emotionally, and physically.

The preschool classroom community is an excellent vehicle for introducing environmentally sound decision-making to the youngest students. Our enhanced sanitary and disinfecting protocols ensure the health and safety of our staff and students. This is another educational avenue that lends itself to modeling everyday life decisions.

I hope you give us the opportunity to prove that The Upper Saddle River Children's Academy is the absolute best choice when considering your child's early educational experience. We look forward to meeting with you to further discuss your needs and concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Alicia Baljaera".

Alicia Baljaera, M.Ed., Director

Upper Saddle River Children's Academy

The Upper Saddle River Children's Academy
Application for Admittance
September 2023 - June 2024

Student's Name _____
Date of Birth _____ Gender: Male / Female
Address _____
Town _____ State _____ Zip _____
Home Phone _____ Email address _____

Parent's Information

Parent 1 Name _____ Cell Phone _____
Parent 1 Employer _____
Business Address _____
Business Phone _____

Parent 2 Name _____ Cell Phone _____
Parent 2 Employer _____
Business Address _____
Business Phone _____

Person(s) authorized to pick up your child and/or contact in case of emergency, if neither parent is available to assume responsibility for the child.

Name: _____ Phone _____
Name: _____ Phone _____
Name: _____ Phone _____

PROGRAM SELECTION (circle days below and check off applicable schedule)

Cut off Birthday of October 1st for applicable programs.

___ 2 1/2 years (Toddlers)
___ 3 years (Threes)
___ Pre-K
___ Kindergarten

Half Day: ___ Morning ___ Afternoon ___ Full Day

___ 2 Days ___ 3 Days ___ 4 Days ___ 5 Days

Combination Schedule:

___ 5 mornings/2 afternoons

___ 5 mornings/3 afternoons

___ 5 mornings/4 afternoons

___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday

Will your child be staying for lunch? ___ Yes ___ No

What days: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday

Extended Hours: Please indicate the schedule/time you are interested in.

Early Drop Off:

___ offered from 8:00 - 9:00 a.m.

___ Number of Days

Late Pick Up:

___ offered from 3:00 - 5:30 p.m.

___ Number of Days

*Late Pick Up after 4:00 will be billed at a premium rate.

Medical Information

Student's Physician _____ Phone _____

Address _____

Does your child have any allergies? Yes or No

Does your child have asthma? Yes or No

Does your child take any medications? _____

Does your child have any other health condition that we need to be aware of in order to provide better care?

Medical Policy on Accidents and Emergency Care:

In the case of a minor injury, The Upper Saddle River Children's Academy will administer first aid. Parent/Guardian will be provided with an accident report. Parent/Guardian will be asked to review the report and sign a copy to be kept in child's school records. In case of a serious injury or illness, your child's safety will be attended to first. Emergency agencies will be contacted immediately and then parent/guardian. If necessary, child will be transported to the Valley Hospital in Ridgewood, NJ. If a parent/guardian cannot be reached, we will phone the emergency contact provided. A staff member will stay with your child until you arrive.

Emergency Authorization:

I give permission to The Valley Hospital and/or my Child's Pediatrician to provide emergency medical treatment for my son/daughter.

Medical personnel are granted consent to carry out required emergency treatment for my son/daughter. As the parent or authorized representative, I hereby give consent to The Upper Saddle River Children's Academy to obtain all emergency medical or dental care. This care may be given under whatever conditions are necessary to preserve the well-being of my child. I understand that I am responsible for all costs related to emergency medical treatments.

Parent's Signature _____

Date _____

Policies:

Walking Trips - Evacuation Drills:

- I give my permission for my child to participate in walking trips within the center's neighborhood.
- I do not give my permission for my child to participate in walking trips within the center's neighborhood.

Parent's Signature _____

Date _____

Media Release

In an effort to keep The Upper Saddle River Children's Academy in the public eye, your child may be photographed and/or videotaped for publication, including promotional materials, newsletters and social media.

- I hereby give permission to have my child photographed with identifiers.
- I hereby give permission to have my child photographed without identifiers.
- I hereby do not give permission to have my child photographed.

Parent's Signature _____

Date _____

Financial Responsibility

A CHECK FOR THE REGISTRATION FEE OF \$150.00 AND TWO MONTHS TUITION (first and last months) IS DUE WITH THIS APPLICATION. I UNDERSTAND THAT THE REGISTRATION FEE IS NON-REFUNDABLE. FIRST MONTH TUITION IS NON-REFUNDABLE AFTER JUNE 15, 2023.

All tuition will be paid in full at the 1st of each month, with no refunds or credits for illness, holidays, vacations, inclement weather or early withdrawals. In the event of an entire class being quarantined, a zoom session will be conducted by your teacher/assistant and learning materials will be sent home.

There will be no adjustments to the tuition fee. In case of early withdrawals, June's tuition may be applied

to the last month of attendance, provided 30 days notice is received in writing. June tuition cannot be applied to the month of May. There will be a \$35.00 charge on any returned check. Tuition not received by the 1st of the month will be charged a \$50.00 late fee.

The Upper Saddle River Children's Academy reserves the right to refuse or discontinue enrollment of a child when the association is not conducive to the welfare of the school, teachers, and other attending children, as determined by the school administrator. When such action is necessary, a pro-rated refund of the unearned and paid tuition will be made.

Your signature on the application designates your understanding and acceptance of this policy.

Parent's Signature _____

Date _____

Administration Use Only:

Date Enrolled: _____

Registration Fee: _____

Security Payment: _____

Kit Fee: _____

The Upper Saddle River Children's Academy

Monthly Tuition Schedule 2023-2024

Toddlers and Threes

Half Days Schedules

2 Half Days	\$656.00
3 Half Days	\$807.00
4 Half Days	\$930.00
5 Half Days	\$968.00

Full Day Schedules

3 Full Days	\$1,448.00
4 Full Days	\$1,710.00
5 Full Days	\$1,845.00

Full/Half Day Combination

5 Mornings + 2 Afternoons	\$1,419.00
5 Mornings + 3 Afternoons	\$1,485.00
5 Mornings + 4 Afternoons	\$1,750.00

Lunch Offered 1 – 5 Days per Week @ \$20.00/hour scheduled

Extended Hours

Early Drop Off and Late Pick Up \$20.00 per hour.

Late Pick Up after 4 PM \$25.00 per hour.

A discount of 10% can be taken for sibling attending The Academy. The discount is taken off the lowest tuition.

The Upper Saddle River Children's Academy offers a 5% discount for tuition paid in full for the September start.

The Upper Saddle River Children's Academy
Monthly Tuition Schedule 2023-2024
Kindergarten and Pre-K

Half Days Schedules

3 Half Days	\$837.00
4 Half Days	\$973.00
5 Half Days	\$1,056.00

Full Day Schedules

3 Full Days	\$1,615.00
4 Full Days	\$1,809.00
5 Full Days	\$1,927.00

Full/Half Day Combination

5 Mornings + 2 Afternoons	\$1,649.00
5 Mornings + 3 Afternoons	\$1,709.00
5 Mornings + 4 Afternoons	\$1,834.00

Kindergarten

5 Half Days (mornings only)	\$1,320.00
5 Mornings + 3 Afternoons	\$1,724.00
5 Mornings + 4 Afternoons	\$1,910.00
5 Full Days	\$2,085.00

Lunch Offered 1 – 5 Days per Week @ \$20.00/hour scheduled

Extended Hours

Early Drop Off and Late Pick Up \$20.00 per hour
Late Pick Up after 4 PM \$25.00 per hour

A discount of 10% can be taken for sibling attending The Academy. The discount is taken off the lowest tuition.

The Upper Saddle River Children's Academy offers a 5% discount for tuition paid in full for the September start.