



## **INSTRUCTIONS**



Parent(s) who want to enroll their child must provide:

☐ **Proof of Age**

A birth certificate or its equivalent must be presented at the time of registration.

☐ **Proof of Residence**

Verification of a child's residency requires one of the following documents with a Montclair address:

- ☐ Homeowner – Montclair real estate tax bill or signed contract of purchase
- ☐ Tenant – Lease or a signed, notarized statement of tenancy by the landlord
- ☐ Child lives with Montclair resident other than parent – Affidavit executed by Montclair resident and Affidavit executed by parent or guardian
- ☐ Child placed in Montclair by Court or child welfare agency – Court order

**In addition, any 3** of the following documents containing a Montclair address must be presented:

- ☐ Driver's license/registration/auto insurance card (all three count as 1 item)
- ☐ Current utility bill
- ☐ Current cable TV bill
- ☐ Current credit card bill
- ☐ Written statement from realtor that parent/guardian has signed a contract to purchase or rent in Montclair.
- ☐ Mortgage statement
- ☐ Public assistance documents
- ☐ Income tax return
- ☐ Unemployment benefit verification
- ☐ Recent paycheck/stub

☐ **Payment**

- ☐ Non-refundable registration fee of \$50.00
- ☐ 1<sup>st</sup> month's tuition due upon registration
- ☐ Requests for tuition assistance based upon our sliding fee scale must be accompanied by the appropriate documentation (See Financial Assistance Policy)

☐ **Universal Child Health Record and Proof of Immunization**

- The Universal Child Health Record MUST be completed and signed by the child's physician upon enrollment.
- A record of up-to-date immunizations MUST be provided upon enrollment. Children without proof of age-appropriate immunizations will not be allowed to attend school. New Jersey law requires the following before being placed in a classroom:
  - Children must have 4 doses of D.P.T.
  - Children must have 3 doses of Polio vaccine
  - Children must have 1 MMR vaccine given after the first birthday
  - Children must have HIB vaccine according to schedule.
  - Children must have Chicken Pox vaccine or documentation of Chicken Pox illness.
  - Children must have pneumococcal vaccine (Prevmar)
  - Flu shot(s) will be required between October 1<sup>st</sup> and December 15<sup>th</sup>

. Please call the nurse @ 973- 509-4500 ext. 19 if you have any questions concerning health records or immunizations.