



## APPLICATION PROCEDURE

### Enrollment Policy

We have a rolling admissions process which means that we have open enrollment during the school year providing we have available space. Once your application is reviewed, a tour and student visit will be scheduled. Once the student visit is complete, the review committee will make acceptance decisions and will notify applicant family via e-mail or phone. Once you are notified of acceptance you will then have the opportunity to register your child in our program.

### Nondiscrimination Policy

The London Day School admits students of any race, color, national or ethnic origin to all the rights, Privileges, programs and activities generally accorded or made available to students at the school. The London Day School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, enrollment policies, financial aid programs, and other school administered programs.

### Enrollment Check List for Applicants:

Mail the following to The London Day School:

Completed enrollment paperwork

\$75 Application Fee (WAIVED FOR SIBLING ENROLLMENT)

**Parents of applicants accepted for Enrollment should submit a \$250 deposit and a \$250 materials fee. Upon receipt of the required fees, we will hold a place for the student in our program and the parent will be contractually obligated for the first 3 months of tuition. This applies to all students regardless of whether or not they have a sibling in attendance.**

Should a student un-enroll or graduate from our program, the initial \$250 deposit will be refunded, providing all accounts are paid and up to date and 30 days' notice was provided in writing to the school office. The materials fee is not refundable. (Graduating students are not required to give 30 days notice).



**THE LONDON DAY SCHOOL**  
10 Ridgedale Avenue  
Florham Park, NJ 07932

## Application for Enrollment

Date \_\_\_\_\_

Date you would like your child to begin attending LDS \_\_\_\_\_

Please select the program you are applying for (with selected days of the week):

5-Day Program (7am-6pm) \_\_\_\_\_

5 Days – Extended Day (9:00-3:30) \_\_\_\_\_

5-Day - Half Days Only (9:00am-1:00pm) \_\_\_\_\_

Four Days – Full Days \_\_\_\_\_

Four Days - Extended Day \_\_\_\_\_

Four Days- Half Days \_\_\_\_\_

Three Days – Full Days \_\_\_\_\_

Three Days - Extended Day \_\_\_\_\_

Three Days – Half Days \_\_\_\_\_

**Please Circle Selected Days:**

M      T      W      TH      F

\*(Students enrolled in the Full-Day Program may come and go at any time of day from 7:00-6:00pm without incurring any further costs.)

**Applicant Name:** \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Family e-mail \_\_\_\_\_

**Parent/Guardian (Mr. Mrs. Ms. Dr.)** \_\_\_\_\_

Street Address (if different) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Office Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Occupation/Position \_\_\_\_\_ Type of Business \_\_\_\_\_

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

**Parent/Guardian (Mr. Mrs. Ms. Dr.)** \_\_\_\_\_

Street Address (if different) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Office Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Occupation/Position \_\_\_\_\_ Type of Business \_\_\_\_\_

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

Marital Status: Single Married Separated Divorced

Applicant's Current School if Enrolled \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

**Name of Current Teacher** \_\_\_\_\_

**Applicant's Previous Schools Attended**

School(s) Address

\_\_\_\_\_

**Name of Sibling, Date of Birth, School Attending**

\_\_\_\_\_

**Why are you interested in applying to The London Day School?**

\_\_\_\_\_

\_\_\_\_\_

**How did you hear about our school?**

\_\_\_\_\_

\_\_\_\_\_

***I/We understand that all the statements we have made on The London Day School Enrollment Application are complete and truthful. I/We further understand that the Enrollment Committee makes a decision based upon information obtained in part from the application. The Enrollment Review Committee reserves the right to reverse decisions if errors or omissions are made on the application.***

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I/We also give The London Day School Enrollment Review Committee permission to contact my/our child's current teacher or school for further information if necessary.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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