

We're so excited that you have chosen The Orchard Academy at Mountain Top School for your child's early learning experiences! Below is a quick guide to help you navigate the enrollment process. Should you have any questions, please do not hesitate to reach out and contact us at (732) 469-9444.

STEP 1: COMPLETE THE ONLINE REGISTRATION FORM (IF NOT ALREADY DONE)

Visit <http://toamts.org/enrollment> and complete the online registration form, which should take no longer than 5-10 minutes. You will have access to change or manage this information via our Parent Portal after your child is officially enrolled. The registration process also includes the option to pay your enrollment fee/deposit online or gives instructions on other methods for sending in this payment. A quick reminder that your child's spot is not considered "held" until that fee is received.



STEP 2: VISIT YOUR DOCTOR TO FILL OUT THE UNIVERSAL HEALTH FORM & IMMUNIZATION RECORD(S)

Included in your TOA@MTS Enrollment Packet will be the NJ Department of Children and Families (DCF) mandated Universal Health Record which needs to be filled out by your child's physician. Included with this is also required immunization information which may be included on the Health Record or attached as a separate sheet. Please note that, by law, your child can not attend school without completing these forms and the Universal Health Record can only be accepted if the physical examination was performed within the six months prior to the first day of enrollment for children less than 2 ½ years old or within one year prior to the first day of enrollment for children older than 2 ½. The State also requires all students ages 6 months to 5 years and enrolled in a licensed child care center to obtain an influenza vaccine before December 31. As per the law, child care centers are not permitted to allow students into the school after December 31 without documentation of this flu shot being received so please be sure your child's record reflects this vaccination!



STEP 3: LOGIN TO YOUR PARENT PORTAL

After completing the online registration form, you'll be sent an email to login to your Sandbox Parent Portal, which will be your dashboard for everything related to school. Once logged in, we will ask you to review any information currently in the system and add new things like medical conditions, allergies, EpiPens, emergency contacts and an uploaded a picture of your child. This information is vital to the safety of your children to please be sure to complete it fully and accurately. You can also use the Parent Portal to view your current or past invoices, print year-end tax statements or setup monthly recurring billing. **IF YOU DO NOT RECEIVE THIS EMAIL, CHECK YOUR SPAM FOLDERS!** If the message ends up there, please be sure to mark the message as "not spam" and add the address to a safe senders list.



STEP 4: READ THE TOA@MTS PARENT HANDBOOK; COMPLETE AND SIGN OTHER FORMS IN ENROLLMENT PACKET INCLUDING YOUR TUITION AGREEMENT

The Parent Handbook contains important policies and procedures with which you should absolutely familiarize yourself! In addition, DCF mandates that you acknowledge being presented with and reading their *Information to Parents* document and TOA@MTS's *Expulsion Policy*, both of which are contained within that Handbook. Before your child can start, we will need back:

- A signed copy of your Tuition Agreement
- A signed Health Policy Acknowledgment Form
- A Universal Health Record and Immunization Record (see above)
- The Authorization to Administer Medication (if applicable)
- A signed Parent/Guardian Acknowledgment Form
- Other forms as applicable



STEP 5: PREPARE FOR A SECOND-TO-NONE EXPERIENCE

After everything submitted and you're fully enrolled, prepare for a truly one-of-a-kind experience!

