



Ivy Hedge

Registration Directions for New Parents

1. Please go to the www.ivyhedge.com **Home** page. Scroll to bottom right and click on **Form Downloads**.
2. Go to the **Class Registration Form** headline and click on the appropriate class for your child to register for (i.e. Toddler (18 -28 months). Download and print both pages 1 and 2. **Complete both pages** and make sure you sign in **THREE** places.
3. It is required you read the **DYFS School Policy** form and acknowledge you did with your signature on the registration form. This form is located under **Required Administration Forms** headline under **Form Downloads**.
4. Please also download, print, and read under **Required Administration Forms**, the **Biting Policy**, **Child Release Policy**, and **Discipline Policy** forms also found under **Form Downloads** under the **Required Administration Forms** headline. Please sign the **Child Release Policy** and **Discipline Policy** forms and return them when registering.
5. Please drop off the Registration Form, Child Release Policy, and Discipline Policy forms or mail them with the \$100 registration fee. Please make checks payable to: Ivy Hedge. Our address is: 65 Monmouth Road, Oakhurst, NJ 07755.
6. A security deposit, which becomes your last month's tuition, is due by March 1st.
7. Please also note another **Required Administration Form**, under **Universal Health Form**. This is a form required by the state of NJ and must filled out and signed by your child's health care provider. **It is required Ivy Hedge has this form BEFORE your child starts school.**

Please call the office with any questions at (732) 483-0088.