

BOARD OF EDUCATION CALDWELL-WEST CALDWELL
HARRISON SCHOOL BUILDING
Gray Street, West Caldwell, NJ 07006

THOMAS J. LAMBE
SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

TELEPHONE 973-228-3360

September, 2016

Dear Parents:

A Voluntary Participation Student Accident Insurance Plan is again being made available to all students. This plan is underwritten by the Zurich American Insurance Company and is administered by the Bollinger Insurance Company. For program information regarding benefits under the various plans offered, in addition to the standard "School-Time" student accident insurance, please log onto the Bollinger website at: <http://www.bollingerschools.com/myschool/insurance-products.aspx?id=83>

If you plan to purchase one of the coverages offered, there are several options available to you:

1. Buy Online
2. Download application and mail check to **Bollinger, Inc. School Department, PO Box 1515, Morristown, NJ 07962.** (Your cancelled check is your receipt).
3. Receive an application by mail

NOTE: If you purchase insurance during the enrollment period, coverage for school-time accidents will be retroactive to the beginning of the school year.

PROCEDURE IN EVENT OF CLAIM

As soon as possible after your child sustains an accident, secure a Bollinger claim form from the school office or download one at the website listed above. Read the instructions carefully, sign the form and present it to your doctor. Have him/her complete the form and return it, together with the bills, to the insurance agent:

CLAIMS ADMINISTRATOR:
BOLLINGER INC.
P.O. Box 1346
Morristown, NJ 07962

Telephone # 1 (866) 267-0092

The completed claim form must be submitted to the insurance company within the **ninety (90) days'** time limit from the date of the accident, as stated within the policy, even though further treatment is necessary.

It is the parent's responsibility to see that the accident claim form is processed by the doctor handling the treatment of the injury. The school has no control over the processing of claims, nor the amount of benefits paid by the insurance company. All inquiries should be directed to the Bollinger Insurance Company.

Sincerely,

Thomas J. Lambe

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School Business Administrator/Board Secretary