

St. Paul's Evangelical Lutheran Church

761 King Street Rye Brook, NY 10573
Child Care Center 914-939-3079 Fax 914-939-8283

Suzanne Newcomb – Child Care Center Director

St. Paul's Child Care Center —Enrollment Agreement

1 January 2012

Copy for Center's Record

1. Age of Enrollees: Infants must be 6 weeks old to be accepted into the infant program. Children will move into the toddler program at 18 months if they are developmentally ready. For the preschool program, the child must be potty trained and at least 2 years 9 months. They will move into the preschool program when developmentally ready.

2. Registration Fee: A **nonrefundable** application fee of \$100 is required for each child, in addition to a completed application form, required before being placed on a waiting list. As openings in the various age groups occur, admission is offered to children on the waiting list for that age group. This registration fee **does not guarantee** enrollment. A copy of this agreement/contract should be signed and returned to the center. (One time fee at time of enrollment)

3. Tuition: Tuition rates are determined yearly, and are in effect for this contract from January 1, 2012 – December 31, 2012. Parents will be notified in writing of tuition changes. Tuition payments for families withdrawing children (*for reasons such as camp, change in parent's work schedule, etc.*) must continue at full rate. If parents opt to stop tuition payments, a child will come off the roster and can only re-enroll if the slot has not been filled. **No adjustment is made for snow days, holidays, illness, personal vacations or scheduled Center closings. This means there will be no "make-up days". Part-time students requiring an additional day will be charged a fee for the day if space is available.** Withdrawal of a child by the parent, regardless of the time of month, will be charged the full month's tuition. If the child's leaving is at the request of the Center, the month will be charged pro-rata.

All yearly tuition changes will go into effect on January 1st, following the approval by the Child Care Center's Advisory Committee's annual budget review. Contracts start on the day of signature through 12/31 of the current school year. Repeat Contracts are signed on or before 1/1.

Tuition must be paid by check/cash/or money order and is due by the 1st of each month. If not received by the 5th of the month (grace period), a 1.5% service charge will be added. In addition, parents whose checks default will be billed a \$20 service charge.

4. Tuition Modifications: If two children from the same family are enrolled Full Time, a 10% discount is applied to the lower tuition. If three or more children from the same family are enrolled Full Time, a 15% discount is applied to the lowest tuition.

5. Illness: In case of an extended illness that requires doctor's care and that result in extended absence, St. Paul's Child Care Center will, upon receipt of a doctor's evaluation, give consideration to holding your child's place in the program.

6. Withdrawal: To withdraw a child from the program, a written, dated notice must be received 30 days before actual date of withdrawal. Tuition will be charged for one month following the date of the notice. Withdrawal results in the termination of the child's place in the school. If the child is to reenter, a new registration card and fee must be submitted. The child's re-enrollment is subject to availability of space.

St. Paul's Child Care Center reserves the right to have a child withdrawn from the program if there is failure to comply with the terms of this contract; or to have a child withdrawn (*or temporarily withdrawn*) from the program because of disruptive behavior or health concerns that could affect the quality of the program. For a reasonable time, the staff will do all they can to work with the child's adjustment; but, if necessary, the school may ask you to remove your child temporarily or permanently from the program.

7. Handling Problems and Complaints: Problems and complaints should first be discussed with the teacher, then with the director and then the St. Paul's Child Care Advisory Committee. If this procedure does not result in a satisfactory solution, parents may contact New York State Office of Children & Family Services. If there is suspected child abuse or maltreatment parents can call the Statewide Central Register of Child Abuse and Maltreatment.

8. Center Hours: The school hours are from 7:30 AM until 5:30 PM. Parents must arrive with sufficient time to exit the Center by the closing time of 5:30PM. In the event of a late pickup, the parent will be charged \$15, per child, for every 15 minutes or portion thereof that the child is at school past the 5:30PM closing. At 6:00PM this fee goes to \$20 per 15 minutes or portion thereof. This bill will be sent under separate cover by the fifth working day after the event. In order to arrange overtime staff coverage, we would appreciate a call to alert us to a late pickup. However the late fee will be charged regardless of reason. We will try to reach the persons listed on your Authorization Form if we cannot locate you at 5:30 PM so that someone can come to get your child. Two staff members are required—by New York State childcare regulations—to stay with your child.

Parent Initials _____ Page 1

10. Before your child enters St. Paul's Child Care Center, the director must have:

- a. A completed Child Day Care Center Child Health Record** required by the NYS Department of Health with completed immunizations and a report of a physical examination within the past 12 months. This record and all immunizations must be kept up to date as per NYS required immunization schedule. Record of such immunizations must be kept in his/her file. Failure to have this record updated could result in a request from us, or the health department, to remove your child.
- b. Authorization Form** that: (1) permits the staff to act in emergencies, and (2) states the names of persons you authorize to take your child from the school in your absence.
- c. This agreement signed and initialed.**
- d. A completed personal Information Form** to assist with better understanding your child as to provide optimal care.
- e. A completed NYS Day Care Registration Form**
- f. A completed Typical Daily Schedule Form**—with feeding schedule completed for Infants/Mob. Infants.
- g. A change of clothes appropriate to the season**—labeled with your child's name—should be given to the teacher on or before the first day of school.

11. Required Notification: In order to ensure your child's safety, written notification is required if:

- a. Your child will be absent** from the program, even one day, if you know in advance.
- b. Your child is picked up by someone other than yourself;** or
- c. If pick up time will be different than usual.**

12. Nourishment—Lunch: Parents are asked to help make lunch time a calm, happy time by sending a healthy, nutritious lunch and drink. Teachers may ask children who have candy or items with heavy sugar to keep such items in their lunch boxes until after school. Teachers ask children to eat a reasonable amount of lunch before eating desserts. Children are encouraged, but never forced to eat. You can help by sending healthy foods your child enjoys. Please label all food items with first and last name. **Bottles:** All infants must be able to feed from a bottle or cup before entering the program. We need to have all infants properly nourished during the day. Clearly marked bottles, with first and last name, must be brought in daily filled with breast milk, milk or formula and placed in the refrigerator.

13. Toilet Training and Diaper Supplies: All children attending the preschool program must be toilet trained. We expect the child to be able to take care of bathroom needs, with supervision. We, of course, help with buttons and zippers. Infants and toddlers requiring diapers must bring a supply of diapers and related wipes and non-medicated creams.

14. Winter Clothing: In winter, parents should plan clothing so the child may go outside during the day.

Clothing not worn all day (*such as coats, mittens and sweaters*) must be labeled with the child's name.

15. Illness Criteria: Always notify your child's teacher if a child is recovering from an illness as it helps us to better assess symptoms during the day. A teacher or director may refuse to admit any child appearing ill.

Exclusion Criteria: If any of the following criteria are met, we will call parents or authorized persons during the school day. A parent or authorized person must come **immediately** to pick up the child and arrange for appropriate medical consultation. A child may be excluded until certified as non-contagious by a physician if he or she has:

- a.** A temperature of 101°F or more.
- b.** One or more episodes of vomiting; or two or more loose stools.
- c.** Undiagnosed skin rash
- d.** Possible contagious illness such as Pink eye, Chicken Pox, etc.
- e.** Severe coughing disrupting child's daily activities

A child may return to school when:

- a.** Fever has been absent for 24 hours (without the use of fever reducer); and conditions requiring antibiotics have been treated for at least 24 hrs.
- b.** Nausea, vomiting and diarrhea have been absent for 24 hours.
- c.** The contagious stage of a communicable disease has passed, and the physician has provided a written medical permission to return.
- d.** The child must be able to participate in all activities.

16. Medical Emergencies: If a medical emergency arises, parents will be notified immediately. If parents cannot be located, the persons authorized by the parents will be called. If neither the parents nor the authorized persons can be reached, the school will arrange for medical care through the child's physician or Greenwich Hospital.

17. Medications: We are able to administer emergency medications, such as epi-pens with completed state mandated medication forms. These forms can be obtained through the Director and must be completed by you and your child's physician. We can also apply topical lotions and ointments with parent completed topical forms. Topical forms expire after 12 months and medication forms expire after a 6 month period.

18. Naps and Supplies Requiring Laundering: Naptime is required in all-day programs so your child will be resting for one and one-half hours each day. Parents must send sheets and a blanket to use on your child's assigned cot. These items must be taken home each Friday washed and returned Monday of each week. Infants must bring a supply of sheets, blankets and bibs, which will be sent home to be washed.

