

North Shore Early Childhood Center, Inc.  
440 Round Hill Road  
Roslyn Heights, NY 11577



Welcome to North Shore Early Childhood Center, Inc.! Below is a brief explanation of all the forms that are required prior to your child's first day. All items that are \*\* must be signed and returned. We must have all necessary paperwork, as well as, one full month's tuition 1 month prior to your start date. Should you have any questions please do not hesitate to contact us at 516-365-7944.

### **Welcome Letter**

### **Enrollment Application\*\***

Please provide information on the residence of the child as well as both parents place of business and business phone numbers. It would also be helpful to indicate cell phone numbers. Please also provide your Pediatrician's information. **Remember to read and sign the back of this form.**

### **Registration Form\*\***

Information provided on this form must include your child's name and address of family. Also to be included are your emergency contacts. Please be advised that the names you include as your emergency contacts should also be included on your pick up sheet. Should you have any restrictions, such as custody issues, please indicate them on this sheet. If there are any custody/court arrangements you must provide us with all applicable documentation. On the reverse of this document there is also a section for any special instructions. Please be sure to also notify your teacher of any allergies etc.

### **Medical Form \*\***

This form must be received in the center prior to your child's start date. We must have copies of your child's immunizations as well as an updated physical. The physical must be within the past 90 days, and this form must be signed by your child's physician.

### **Pick Up Form \*\***

This pick form authorizes all individuals that are permitted to pick up your child. For all those you authorize to pick up, we must have a current photo on file. It is also a good idea to have these individuals listed as an emergency contact.

### **Infection Control Policy\*\***

Lists and explains our exclusion policy for the center. It gives all reasons why your child may be sent home from the center. It also gives the duration of time your child must be excluded for. You must return the last page signed.

### **CACFP form\*\***

The Child Adult Care Food Program provides funding to the center for all meals that are served. Please list all household members as well as the last four digits of your social security number. You do not need to disclose your salary information. We must have a form on file for every family enrolled in the program.

### **Topical Lotion\*\***

Please list any lotions (not prescription) that you are providing to the staff to use on your child.

### **Photo/Video Form\*\***

This form is a release to allow the teachers of NSECC to photograph/video your child within the center. All photos taken will only be used within the classroom.

### **Phone Tree Notification**

The Phone Tree (called One Call Now) is an automated messaging system that allows us to communicate to families, reminders of holiday closings, special events, early closings due to inclement weather and other emergency situations that may arise. We simply record a message and it automatically sends the message to all phone numbers or e-mails we have in the system.

### **Center Menu**

The center receives supplemental breakfast, hot lunch and afternoon snack. All meals are brought in by an outside vendor. You will receive a menu bi-monthly. Should adjustments be made, we will do our best to notify you as soon as possible.

### **Center Holiday Closings**

A listing of center holidays is included in your packet. Should the center need to close due to inclement weather or other reasons you will be notified by our automated phone system.

### **Allergy Concerns/Peanut/Nut Free Environment**

As per our policy and that of our accrediting agency, the National Association for the Education of Young Children (NAEYC), there are strict guidelines concerning foods being brought into the center. Due to recent events our policy will be changed for the safety of all children in our care. **We will no longer allow outside food to be brought into the center for celebrations.** You must have a doctor's note stating a medical condition, or a personal note regarding a religious reason, that your child requires a special diet. This food must be in a pre-packaged, closed container, with an ingredients list. You must be mindful of the allergies in the classroom, and remember we are a nut-free center when bringing in outside food. If the ingredients list states, "this product may have been manufactured on a machine that processes nuts", you may not bring this food to the center.

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