

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



**ENROLLMENT APPLICATION
2016 - 2017**

Days of Attendance					Expected Hours of Attendance		Expected Meals						
Mon	Tues	Wed	Thurs	Fri	From	_____:	_____	to	_____:	_____	Breakfast	Lunch	PM Snack

Child

Childs Name: _____ () _____
Home Address: _____ Male _____ Female _____
Address Cont. _____ Date of Birth: _____
Family E-Mail Address: _____

Mother

Mothers Name: _____ () _____
Home Address: _____ Cell # _____
Place of Business Address: _____ () _____
Address Cont. _____ Work # _____
Mothers Work E-Mail Address: _____

Father

Fathers Name: _____ () _____
Home Address: _____ Cell # _____
Place of Business Address: _____ () _____
Address Cont. _____ Work # _____
Fathers Work E-Mail Address: _____

Physician

Physician Name: _____ () _____
Address: _____
Address Cont. _____
Phone # _____

AGES: 6 wks – 5 yrs.

HOURS: 7:30 a.m. - 6:30 p.m. (early drop off is available)

CALENDAR:

The program at NSECC is a twelve-month program. The Center is open Monday through Friday except for the following days:

New Year's Day	Independence Weekend	Thanksgiving Weekend (Thurs. & Fri)
President's Day	Columbus Day	Christmas Day & Weekend
Memorial Day	Veterans' Day	Please refer to the Holiday Schedule for exact dates.

The Center will be closing early on the following Days: Thanksgiving Eve, Christmas Eve, and New Years Eve

** In the event of an emergency situation, NSECC reserves the right to close the Center to avoid any unsafe conditions.

** Parents will be notified of such a closing as soon as possible.

TUITION/FEES:

Parent fees are due on the first of the month. Any payment received after the 3rd of the month is subject to a \$30. late fee. All accounts must be kept current. Any account past due for thirty days is subject to enrollment termination. Tuition fees are subject to change. Once an agreed upon start date has been determined, all fees due to NSECC from that date forward are applicable and are non-refundable. Families terminating enrollment, must give 30 days notice. If 30 days notice is not given, you will be responsible to pay 30 days. (1 month's tuition)

REGISTRATION & RE-ENROLLMENT:

Upon enrollment there is a one-time, non-refundable registration fee of \$250. Each September there after there will be a re-enrollment fee of \$125. There is also a \$200 waiting list fee, which is used as an administrative fee as described on your original waiting list application. This waiting list fee is refundable only if you do not enroll and you request a refund in writing.

DEPOSIT:

The first month's tuition is due in full upon receipt of this application. The first month's tuition will be prorated and deducted from this deposit. Any amount remaining on the account will be applied towards the following month's tuition.

PERIOD OF ADJUSTMENT:

Special consideration will be given to your child when entering his/her first year of school at NSECC. In the event that adjustments are not successful within the first three weeks, either you or NSECC may terminate your child's enrollment and a prorated refund will be made to you. NSECC recognizes that adjustments can change and reserves the right to terminate enrollment that does not meet the best interest of the child.

ENROLLMENT TERMINATION & REFUNDS:

Enrollment automatically renews on the 1st of each month. In order to receive consideration for a tuition refund a minimum of four week's notice to NSECC of your child's termination date is required in writing.

SCHOOL ACTIVITIES:

I give consent for my child to participate in all activities at NSECC. Individual permission slips will be provided for each field trip.

MEDICAL FORM & EXAMINATIONS:

Full medical history forms and examinations will be required of each child yearly as a condition for entrance to the premises. Updates are required upon each visit to the child's pediatrician or physician. Failure to provide updated records may subject you to enrollment termination. No child will be allowed to attend without age appropriate immunizations determined by the American Academy of Pediatrics and the NYS Department of Health. **You will be personally responsible for any fines levied by the Department of Health due to lack of documentation.**

EMERGENCY CONTACTS and PICK UP AUTHORIZATION:

Emergency contacts are required as a condition for your child's admission to the program. This information must be updated as necessary. A pick up authorization form is required as a condition for your child's admission to the program. Only those persons listed on such form will be allowed to pick up a child from NSECC and those persons have unrestricted rights to such pick up. It is the responsibility of each parent to update these forms as necessary and to provide photographs of persons listed.

VISITATION:

Parents, emergency contacts and those listed on the pickup sheet may visit the Center at any time during the day without prior notice to NSECC. In order for anyone not on the Pick Up form to visit the child at the center, NSECC must receive written permission from a parent and have a photograph on file. No others may visit the center if not accompanied by a parent. All visitors must sign in.

EMERGENCY SITUATIONS:

I hereby understand that NSECC, in the event of an emergency, will immediately attempt to reach either a parent or the emergency contact persons. In the event that none of these persons are available I authorize NSECC to use their own pediatrician, nurse, or hospital and hereby grant permission to perform any emergency procedures that might be necessary.

START DATE OF ATTENDANCE: ____/____/____ I HEREBY AGREE TO ALL OF THE ABOVE TERMS AND CONDITIONS AND I HAVE THE AUTHORITY TO ENTER INTO THIS ARRANGEMENT:

Signature of Parent or Legal Guardian

Date