

# St. Paul's Evangelical Lutheran Church

761 King Street Rye Brook, NY 10573

Child Care Center 914-939-3079

Suzanne Newcomb – Child Care Director

Gwendolyn Tucker – Child Care Assistant Director

Rev. James O'Hanlon – Pastor

## St. Paul's Child Care Center — Enrollment Agreement

1 January 2017

**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 3s program, the child must be at least 2 years 9 months. They will move into the preschool program when developmentally ready.

**2. Application 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 application 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, 2017 – December 31, 2017. 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 1, 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 through online invoicing or 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.

**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 or assistant 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 complaint line at 1-800-732-5207. For more information about NYS OCFS including regulations and contact information please go to <http://ocfs.ny.gov/main/childcare/>. If there is suspected child abuse or maltreatment parents can call the Statewide Central Register of Child Abuse and Maltreatment at 1-800-342-3720.

**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 shortly 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. If we have not heard from a parent or emergency pick up by 6:30 we will contact the local police department. Two staff members are required—by New York State childcare regulations—to stay with your child.

**9. Before your child enters St. Paul's Child Care Center, we 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. This agreement signed and initialed.**
- c. A completed personal Information Form** to assist with better understanding your child as to provide optimal care.
- d. A completed NYS Day Care Registration Form**
- e. A completed Typical Daily Schedule Form**-with feeding schedule completed for Infants.
- f. A completed nap agreement.**
- g. A completed photo release form.**
- h. A completed babysitting waiver.**

**10. 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.**

**11. 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 and cups, with first and last name, must be brought in daily filled with breast milk, milk or formula and placed in the refrigerator.

**12. Toilet Training and Diaper Supplies:** All children attending the preschool program must be toilet trained. (Our 3s room can be in the process of training.) 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.

**13. Extra Clothing & Winter Clothing:** Please have a change of clothes appropriate to the season available in the classroom at all times. 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.

**14. 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. An incident report will be completed to be signed by the parent if a child becomes ill and is excluded from care.

**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 is able to participate in all activities.

**15. 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. An incident report will be completed by the staff and is to be signed by the parent. A copy will be given to the parent.

**16. 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 or Asst.

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. If your child takes medication at home daily before and/or after school you should keep the medication on site at St. Paul's CCC (along with the proper medication forms) should there ever be an emergency situation that requires an overnight stay.

**17. Nap/Rest:** Naptime occurs daily and your child will have the opportunity to rest or nap. Parents must send sheets and a blanket (light blankets only for infants) to use on your child's assigned cot/crib. These items must be taken home each Friday washed and returned Monday of each week. A nap agreement must be completed.

**18. Cancellations for Inclement Weather:** School days may be canceled for emergencies, such as inclement weather. We will follow the Blind Brook School District closing or delayed opening plan. We reserve the right to close school early in an emergency and will call parents or an authorized persons to pick up. In the event of inclement weather, please listen to the following stations for news about Blind Brook Schools: **Westchester:** WFAS (1230 AM and 103.9

FM), or WVOX (1460 AM). **Fairfield CT:** WGCH (1490 AM) or watch news 12 or go to news12.com.

**19. Center Annual Session:** The annual session is January through December. There are two recesses: one week for Christmas break and one week for summer break at the end of June/beginning of July. Certain holidays are also observed during the school session.

**20. Emergencies/Injuries:** St. Paul's CCC has both an evacuation plan and shelter-in-place plan. Evacuation/fire drills are practices monthly and shelter-in-place is practiced at least twice per year. When a shelter in place drill is done the parents will get advanced notice. The evacuation and shelter-in-place plans are available on our website as well as in hard copy if requested.

If a child has an accident or injury occur while at St. Paul's CCC a detailed incident report form will be completed by the staff. The parent will sign the form at pick up and receive a copy. If there is an accident or injury of a more serious nature the parents will be notified with an urgent phone call and may need to pick up the child depending on the circumstances. If need be, EMS will also be called.

Child's Name: \_\_\_\_\_

Date of Birth (or Due Date): \_\_\_\_\_

Parents' full names: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address(s): \_\_\_\_\_

St. Paul's Child Care Center admits students of any race, color, and national or ethnic origin.

I have carefully read and fully understand and agree to abide by the policies and procedures outlined in the St. Paul's Child Care Center Parent Enrollment Agreement and current Parent Handbook and confirm registration for my child as indicated in this form. I will update all information here stated should it become outdated, and agree to the monthly tuition noted below.

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Monthly Tuition for January 2017: \$ \_\_\_\_\_