

20__/20__ ENROLLMENT CONTRACT AGREEMENT

2350 Merrick Avenue * Merrick, New York 11566 * (516) 867-7404 * Fax #: (516) 867-7438

PAYMENT SCHEDULE AGREEMENT: (Please check one – Tuition is due prior to attendance and service)

Monthly Tuition

Parent Fee/DSS

Monthly 1st of each month

Weekly Every Monday prior to services

CHILD'S HOURS IN CARE:

ARRIVAL TIME

PICK-UP TIME

DAYS OF CARE: (please circle)

M T W TH F

MEALS RECEIVED: (please circle)

BREAKFAST

LUNCH

Afternoon SNACK

- 1) **Rules & Regulations:** The signer of the contract and the child shall abide by all of the rules and regulations of Children's Nest Inc. D.B.A. Children's Nest Early Childhood Education Center.
- 2) **De-enrolling of a child:** must be written in a note two weeks prior to the child's last day of school and /or before a new month begins and if there is a deposit; the deposit will be applied to the child's last weeks of childcare. A deposit is not refundable.
- 3) **Notice of cancellation:** Notice of cancellation must be by certified mail, return receipt requested and received by Children's Nest Inc. D.B.A. Children's Nest Early Childhood Education Center on or before thirty days to start date. If such notice is not received by that date, the signator will be obligated to pay the full monthly tuition due. The school reserves the right to obtain a judgment against the signator for the amount due, as well as attorney fees, and to notify the credit reporting agencies of any default. There will be no refunds given for any discontinuance by a student for any reason, including, but not limited to, "not adjusting" during the child's first six months. There will be no allowance and no right to apply tuition to a substitute child or to a different month.
- 4) **Dismissal of a child:** We reserve the right to immediately dismiss a child, if we are not able to meet child's needs or if child is endangering or threatening other children.
- 5) **Operation of the Center:** The childcare center operating hours are Monday-Friday from 7:00 am to 6:30 pm. The center serves breakfast until 9:15 a.m., lunch between 11:30 a.m. until 1:00 p.m. and afternoon snack between 3:00 p.m. until 4:30 p.m. Late afternoon snack/dinner would be provided by the parent.
- 6) **Medical Statement/Immunization Report:** OCFS regulations require that every Parent/Guardian must furnish evidence of the child's satisfactory health, including age appropriate immunizations in accordance with New York State Public Health Law completed by a Health Care Provider annually (in order to keep our records accurate for OCFS /DOH updates throughout the year are recommended).
- 7) **Daily Health Checks** of each child are conducted; for any indication of illness, injury, behavior, abuse or maltreatment will be conducted, discussed and documented. The Center has the right to request a Doctor's note in order for a child to return to the Center.
- 8) **Registration Fee:** Annually a \$100.00 non-refundable registration fee (per child) is due with all new registration and annual re-registration forms.
- 9) **School Trips:** The signator gives permission for the child to attend all off-premises walks, activities and trips. It is understood that the school will determine the type of vehicle under the jurisdiction of the New York State Department of Transportation that will be used for the transporting your child.
- 10) **Emergency Medical Treatment:** The signator authorizes Children's Nest Inc. D.B.A. Children's Nest Early Childhood Education Center to obtain through physicians, licensed nurse, or licensed emergency medical technician, of its choice, such medical care and first aid as is reasonably necessary for the welfare of the child if he or she is injured or becomes ill during the school day.
- 11) **Photography and Video:** The signator permits Children's Nest Inc. D.B.A. Children's Nest Early Childhood Education Center. to use any school photographs and/or video whether they are individual or group pictures for the purpose of display, school brochure, Center related events, Center approved projects or for advertising for the school.
- 12) **Behavior Management Policy:** Corporal punishment is prohibited, methods of discipline, interaction or toilet training which frighten, demean or humiliate a child is prohibited, withholding or using food, rest or sleep as punishment is prohibited. Any discipline used must relate to the child's action and be handled without prolonged delay on the part of the provider so that the child is aware of the relationship between his actions and the consequences of those actions. Where a child's behavior harms or is likely to result in harm to the child, others or property, or seriously disrupts or likely to seriously disrupt group interaction, the child may be re-directed and separated briefly from the group but, only for as long as is necessary for the child to regain enough self-control to rejoin the group. Employees will speak to the child at all times in a respectful manner and give positive guidance on how they should handle themselves. When necessary we will in form the parents and have them get involved.
- 13) **School Trips:** School T-Shirts are required to be worn on school trips and on request during the summer themes.
- 14) **Bridging Over / Graduation Ceremony:** Children's Nest Inc. D.B.A. Children's Nest Early Childhood Education Center closes on the first/second Friday in the month of June for the Bridging Over / Graduation Ceremony. I agree to make myself and my family available and participate in the event. I understand all CN Centers are closed this date; and there MAY be an additional cost (tickets-Cap n Gown) for this day.
- 15) **Mandated Reporters:** As childcare providers we are mandated reporters and must report any suspicion of abuse or maltreatment. Daily as childcare providers we must perform "Daily Health Checks" which entails discussing with the parent how the child's night was and if the child care program should have any concerns regarding the child and look over the child.
- 16) **School Closings:** Children's Nest Inc. D.B.A. Children's Nest Early Childhood Education Center has the right to close early or completely due to any emergency, which is not in our control. These emergencies may include the following: a blackout, heavy sleet, heavy rain, heavy snow, freezing conditions, below zero weather, tornado, hurricanes, dangerous windy conditions, or when advised by the national weather advisory. Closings will be posted on News12.com, Children's Nest website, and if possible via TXT message. Refer to our published Holiday schedule for all scheduled closings.

I, _____ parent / legal guardian of _____ acknowledge that I have received, read, completed, signed and understood the following forms and agreements: Registration Forms, Enrollment Contract Agreement, Tuition Schedule, Medical Statement, CACFP Form, Infection Control Policy/Guidelines for Exclusion from Child Care, Medicine Memo, Family Handbook, Holiday Schedule, Topical Lotion, Items Needed for Child, Information on your child. I understand everything that I have read and the reasons for its implementation.

Parent / Guardian Signature

____/____/____
Date

XXX - XX - _____

Parent / Guardian Social Security Number