

# North Shore Youth Council

P.O. Box 1286, Rocky Point, NY 11778 - (631) 744-0207 - [www.nsync.com](http://www.nsync.com)

Shoreham-Wading River

**PLEASE READ THIS APPLICATION CAREFULLY AS IMPORTANT CHANGES HAVE BEEN MADE FOR THE 2011-2012 SCHOOL YEAR**

## **Before School Care Program**

Our *Before School Child Care Programs* offer peace of mind to parents who are looking for a safe place for their elementary school children before school starts each morning. Parents may drop off their children in the morning in an environment which will stimulate the child's need to learn and will offer positive experiences that will enable the child to grow and develop. The children may participate in a variety of age appropriate activities which may include arts and crafts, story time, board games, and may be provided with opportunities for enrichment before their day begins.

## **After School Care Program**

Our *After School Child Care Programs* offer peace of mind to parents who are looking for a safe place for their children after school. Students may participate in age appropriate activities and may be offered opportunities that will enable them to grow and develop. They will be provided with a safe place to meet friends for sports, homework help, and other recreational activities.

A snack break will be made available each afternoon. We request that you send a snack with your child. In the event your child forgets their snack one will be provided to them. We do request that you do not send glass bottles.

## **Days/Hours**

The program will operate on all school days and will follow the school calendar. Students may arrive as early as 7:00 AM for the morning programs. The after school programs will be open from dismissal time at the respective school until 6:00 PM. It is the parents' responsibility to check with the site supervisors for information on hours of operation for early dismissals, delayed openings, parent/teacher conferences, etc.

## **Registration Procedure and Fee**

Registration is on-going and is on a first come first served basis. Applications are available on-line at [www.nsync.com](http://www.nsync.com) or you may call our office at 744-0207 for a registration form. A \$35.00 non-refundable annual registration fee is required for each student.

Our monthly rates are based on a full school year and no adjustments are made for school closings either planned or unplanned, nor are adjustments made for absent days. Once a child is enrolled in the programs you must provide 30 days written notice to withdraw. If you wish to change from one scheduling option to another you must also provide written notice. Scheduling changes may only be made once during the school year.

## **Per Diem Rates**

We do offer a per diem option for families who only need to send their child to the program occasionally. If you will be using the program on a per diem basis, please so indicate on the application form. If you are aware of what days you will need to use the program please let us know as early as possible. **Per diem rates are based on two or less days per week.** If a child attends three or more days in any week, parents will be responsible for paying the three day per week tuition fee for the month in question. There are no hourly rates and discounts are not given for per diem rates. Late pick up fees will still apply to per diem parents. Payment must be made to the site supervisor on each day you use the program on a per diem basis.

## **Billing and Late Fees**

Billing for the 2011-2012 school year will be via electronic mail. Every registration application must contain an accurate e-mail address for this purpose. Billing is done in advance on or about the 25th day of each month for the following month. If you do not receive an e-mail invoice you are still responsible for making your payment on time.

Any payment received after the 7th of each month will be subject to a \$10 late fee. If payment is not received in our office by the 15th of each month, your child will be suspended from the program until payment in full is made along with any late fees due.

## **Discounts**

A 20% discount will be given for each additional child in the same family. The discount will be taken off the lower priced program and is only available for those attending on a full time basis (5 days per week).

## **Payments**

Payments can be made by personal check, money order, cash, Visa or MasterCard. If paying by cash, the exact amount is required. If you pay by check and the check is returned, all future payments must be made by cash, money order, or Visa or MasterCard. Please make checks payable to North Shore Youth Council. Payment may be mailed to North Shore Youth Council, P.O. Box 1286, Rocky Point, NY 11778, or in person in our Rocky Point location on the grounds of the Joseph Edgar School. Credit card payments may be made by calling our office at 744-0207. You may request that we place your account on a "recurring credit card basis" and we will charge your card automatically each month.

## **Late Pick Up**

If your child is not picked up on time, there will be a \$15.00 late fee for every 15 minutes you are late rounded up to the nearest 15 minute interval. For instance, if you are 15 minutes late there will be a \$15.00 late fee; if you are 20 minutes late there will be a \$30.00 late fee.

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## Child Care Programs Registration Form

Child's Name: \_\_\_\_\_ Grade in 2011-2012: \_\_\_\_\_

Teacher's name: \_\_\_\_\_ Birth date: \_\_\_\_\_ Age: \_\_\_\_\_

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

Town: \_\_\_\_\_ Zip: \_\_\_\_\_

**BILLING E-MAIL ADDRESS:** \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Mailing Address if different: \_\_\_\_\_

Town: \_\_\_\_\_ Zip: \_\_\_\_\_

### Emergency Contact other than a parent:

Name 1: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Name 2: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Name of doctor: \_\_\_\_\_

Address & phone number: \_\_\_\_\_

### Topical/Over-the-Counter Products:

[  ] **YES**, you have my permission to administer topical, over-the-counter products to my child while in the child care program with the following limitations. If no limitations, please write "none": \_\_\_\_\_

[  ] **NO**, you **DO NOT** have my permission to administer ANY topical, over-the-counter products to my child while in the child care program.

***Please note that children will ONLY be released to those individuals whom parents/guardians have listed as emergency contacts or specifically identified in writing as having permission to pick children up. Anyone picking a child up from the program, including parents/guardians, must be prepared to show photo ID and sign each child out.***

Are there any custody issues/orders of protection in place concerning your child that we should be aware of? No: \_\_\_\_\_ Yes: \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Does your child have any allergies to food, medications, or other substances:

No: \_\_\_\_\_ Yes: \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Does your child have any limitations with regard to physical activity?

No: \_\_\_\_\_ Yes: \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Is your child currently on any regular medications? No: \_\_\_\_\_ Yes: \_\_\_\_\_ If yes, please explain:

\_\_\_\_\_

Is there anything that you would like us to know about your child: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Photograph Permission**

Occasionally we like to photograph the children in our child care programs doing various activities and sometimes we post the photos on our website, at the school site or in our offices. In order to do this, we must obtain permission from parents/guardians. Please indicate below whether or not you give permission to have your child's photo taken and used in the manner above.

[  ] **YES**, I give permission for North Shore Youth Council to photograph my child and use it in the manner listed above.

[  ] **NO, I DO NOT** give permission for North Shore Youth Council to photograph my child and use it in the manner listed above.

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## Child Care Programs Enrollment Agreement

- I understand that I am enrolling my child for the 2011-2012 school year.
- I understand that the program is open according to the official school calendar of the respective school district and it is my responsibility to check with the site supervisors for information on hours of operation for early dismissals, delayed openings, parent/teacher conferences, etc.
- I understand that I am responsible for payment of appropriate fees when due, and, when late, the appropriate late fees.
- I understand I must give 30 days' written notice prior to withdrawal from the program, during which time I will be responsible for payment of the appropriate fees.
- I understand that in the event of any absences during program hours, I will be responsible for fees for time reserved, not actual time spent at the program.
- I understand that if a **medical emergency** arises, the program staff will first attempt to contact me. If I cannot be reached, the staff will contact my child's doctor as listed on the emergency contact section. If the emergency is such that immediate hospital attention is necessary, an ambulance or emergency vehicle may take my child to the hospital.
- I understand that North Shore Youth Council staff will not administer/dispense any medication. I understand that only basic first aid will be available (washing, band-aids, ice packs).
- I agree to adhere to the stated policies and procedures of the program and give my child permission to participate fully in this program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

*Submit this completed statement accompanied by your non-refundable registration fee of \$35 per child, your registration form, your payment form, and your first month's program fees to North Shore Youth Council. Do not submit any forms to the school. You will be contacted via phone or e-mail to confirm your child's enrollment in the program.*

