

Springhurst Children's Center
(914) 693-2406
EIN-20-5148139

February 2016

Dear Parents and Guardians:

The attached list of rates and fees on the reverse of this letter, will apply to the 2016-2017 school year for the Springhurst Children's Center. Rates have been kept to last year's level. We have continued to make improvements in our program and plan to continue seeking further beneficial changes, including:

- Teaching assistants will supervise homework on a daily basis and be able to provide support when necessary
- Increased Arts & Crafts activities for all students
- We plan to continue to develop our sports activities, including organized games such as baseball, basketball, etc - activities to be enjoyed on a regular basis.
- We offer computer lab time to our students four days per week
-

We would also like to clarify the contract and fee payment schedule. For example, the rate charged for a five day per week, long session for ten months is an average of ten equal payments to cover the number of days our students attend school for the school year. If you opt for a three day per week contract, the monthly fee is prorated to approximately 60% of a five day contract and so on. Therefore, when you sign a ten month contract, you are **not being charged for days when school is not in session**. You are not being charged for holidays, school vacations or snow days. The monthly fee is averaged to allow for equal, regular payments. This makes it easier for you to plan your monthly expenses, simplifies our bookkeeping, and allows us to plan our program based on expected monthly income. Note that students who are attending on a **full-time Long Session are not charged any additional fees for the half days.**

Please understand that our expenses have increased considerably since becoming independent of the school district, including legal fees, liability insurance, accounting services, etc. If you have used the services of the SCC, your prior contract must be paid in full, included any additional fees, before a new contract is issued. We continue to try and provide you with high quality childcare, while controlling costs as best we can.

Our goal continues to be to provide a safe, creative and nurturing environment for all of our students. We thank you for all of your support and hope to continue to serve you even better in the future.

Sincerely,

Juliana Tsiamtsiouris
Director, SCC

SPRINGHURST CHILDREN'S CENTER
APPLICATION
2016– 2017

****Please submit with a \$55.00 non-refundable application fee per family payable to the Springhurst Children's Center****

<i>For Office Use Only</i>			
<i>Date Received:</i> _____	<i>Application Fee: Cash</i> _____	<i>Check#</i> _____	<i>Sibling</i> _____ <i>Acct#</i> _____

Child's Name _____	Date of Birth _____/_____/_____
Address _____ _____	Grade _____ Class _____ M/F _____
Phone# _____	E-mail _____
	Acct# if known _____
	Have you registered before? _____

MOTHER/Guardian

FATHER/Guardian

Name _____

Address _____

Home # _____

Cell # _____

Employer _____

Work Days _____

Work Hours _____

Work # _____ Ext _____

Name _____

Address _____

Home # _____

Cell # _____

Employer _____

Work Days _____

Work Hours _____

Work # _____ Ext _____

Does the child reside with: Both Parents _____ **Mother** _____ **Father** _____ **Other** _____

SIBLINGS

Name & Age _____

ENROLLMENT REQUEST

Circle time period(s) and day(s) of week needed

Time Period(s)

Day(s) of Week

- | | |
|---|-------------------------|
| A. Before School (7:30 – 8:00AM) | (drop in - monthly fee) |
| B. Kindergarten Half-day phase-In** | M T W Th F |
| C. After School till 4:00 (Short Session) | M T W Th F |
| D. After School till 6:00 (Long Session) | M T W Th F |
| E. Occasional Use (subject to SCC discretion and separate fee schedule) | |

____My child will be attending CCD/Hebrew Classes on _____. Therefore, I will not need a contract for this day, but will require childcare before and after such classes begin. I understand that the Center will accommodate me for this extra time at an additional fee.

- **Kindergarten half-day phase-in (September only) – 11:00AM until Springhurst School regular dismissal time.
- Days requested must be specific and cannot be substituted for one another.
- Contracts are written to reflect a full year commitment from September to June.
- Contracts will be re-written if specific work or school schedules have changed. Requests must be made in writing two weeks prior to the start of a month before they can become effective and a credit be issued if necessary.

Send to: Springhurst Children's Center, Springhurst School, 175 Walgrove Ave., Dobbs Ferry, NY 10522 (914)693-2406

Springhurst Children's Center, Springhurst School, 175 Walgrove Ave., Dobbs Ferry, NY 10522

REGISTRATION

Child's Name _____ Phone# _____

EMERGENCY CONTACTS*

Please list all LOCAL persons to be contacted if parent(s) cannot be reached. These people may be asked to pick up your child if necessary (ie. Illness, lateness after six, etc.) TWO LOCAL NAMES ARE REQUIRED.

Name _____ Name _____
Home # _____ Home # _____
Work # _____ Work # _____
Cell # _____ Cell # _____

*Emergency contacts are also individual who may pick up your child at any time without your formal notification to the Center

AUTHORIZED PERMANENT PICK UP ARRANGEMENTS

Are there any legal orders preventing certain individuals from seeing or picking up your child? _____
If yes, Name _____ (must attach supporting documentation)

Please list below people who have permission on a permanent basis to pick up your child. Anyone other than those listed individual listed below will require a phone call or note from you **daily** authorizing the Center to release your child to them.

Name _____ Specify Day(s) _____
Name _____ Specify Day(s) _____

Please note that siblings will only be allowed to pick up if they are 16 years of age or older.

MEDICAL INFORMATION

Is your child allergic to any foods, insect bites, plants, etc? If so, specify - _____
Is your child on any medication? If so, specify - _____
Is your child allergic to any medication? If so, specify - _____
Is there any additional health information about your child that we should be aware of? _____

Your child's medical records are on file in the Springhurst School nurse's office

****Please note that the SCC is NOT authorized to administer any medication to your child ****

Physician Name _____ Phone# _____
Insurance Company _____ Policy # _____

MISCELLANEOUS

Are there any other important issues you feel the Center should be aware of? (ie. Separation, divorce etc)
____ No ____ Yes _____

Parent Signature _____ Date _____

SPRINGHURST CHILDREN'S CENTER

175 Walgrove Ave.
Dobbs Ferry, NY 10522
914-693-2406

PERMISSION

Name of Child _____

1. Responsibility for my child while in transit to and from the Springhurst Children's Center shall be mine.
2. I hereby give permission for the Springhurst Children's Center to contact my child's physician, Dr. _____, in case of emergency. Phone# _____
3. I hereby give permission for the Springhurst Children's Center to seek emergency care for my child if I cannot be reached immediately.
4. I hereby agree to assume financial responsibility for any necessary medical treatment for my child.
5. I hereby give permission for my child to be released from the Center to his/her older brother/sister _____ Age _____. I understand that my child's older sibling must be over the age of 16 and that the program's liability for my child ends when he/she is picked up.
6. I hereby give permission for the Springhurst Children's Center when necessary to discuss my child's progress with his/her teacher and school staff. I understand that this will help in maintaining a mutual understanding of my child's well being. ___Yes ___No
7. I hereby give permission for my child's photograph or video to be taken on special occasions while in the care of the Springhurst Children's Center. These photos may be used for program displays or brochures. ___Yes ___No
8. I hereby give permission for my child to view PG rated movies while at the Springhurst Children's Center. Movies may be selected from the school library or our own collection. Examples of PG movies may include "Matilda," "ET," "The Parent Trap;" etc. ___Yes ___No

Parent Signature _____ Date _____

PLEASE SIGN AND RETURN

- The SCC is open to all children in grades K-5 who reside or attend school in the Dobbs Ferry School District, regardless of race, religion or national origin.
- All employees of the SCC are mandated by the Office of Children and Family Services to report any cases of child abuse, maltreatment or neglect.
- The Springhurst Children's Center is independent of the Dobbs Ferry School District. Therefore, parents are required to call the Center each day their child is absent whether due to illness, play dates, sent home sick from school, etc. The Center does not refund fees for days that children are absent nor can it accommodate make-ups for missed days. Missed days are considered to include snow days, sick days, after school recreation activities and play dates.
- Each day upon arrival children are observed for ailments or symptoms of contagious disease. Parents will immediately be called to pick up their child if such symptoms (ie. red eyes, rash, itchy head, fever) are suspected. The SCC reserves the right to make the determination whether a child should remain in our care on those days when a potential medical condition occurs. It is our policy to contact parents, guardians or emergency contacts immediately so that a child can be picked up and cared for by that person, not by the Center's staff.
- The SCC may not administer any medications, prescription or over the counter at any time.
- Children who require a special diet for snack must bring written instructions indicating all restrictions and special needs.
- The SCC is not responsible for children's personal items such as clothing and toys. It is suggested that all items belonging to children are identified with their name and that any valuables be left at home. Game boys and music players are not permitted.
- Tuition payments are due by the first of each month. **A late fee of \$25.00 will be charged** if payment is not received by the tenth. The Center reserves the right to suspend or terminate childcare services should terms of the contract be violated. Any returned checks will be subject to a charge as assessed by the bank.
- **The Center closes promptly at 6:00PM.** All children must be picked up by 6:00PM. No child will ever be left unattended. If a parent is not at the Center by 6:00PM, a **\$30.00 fine per family for every fifteen minutes or part thereof will be charged.** A written warning will also be issued. A parent who receives two such warnings and then has an additional lateness may be withdrawn from the Center's program at the Center's discretion.
- Families who have a 4:00PM contract will be charged \$5.00 for every half hour or part thereof that they are late in picking up their child before 6:00PM. The Center reserves the right to extend a 4:00PM to a 6:00PM contract if lateness becomes excessive.
- In the event a child must be picked up from the Center immediately (ie. Illness, parent late after 6:00PM etc), local emergency contacts will automatically be called if the parents cannot be reached.
- Children may not be signed out or transported in private cars by staff members due to insurance and other liability reasons.
- It is the policy of the SCC to provide a quiet atmosphere for children to do their homework.. We will announce on a daily basis when the Homework room is open. From that point forward, it will be your child's decision as to what they would like to do. We will not assume parental responsibilities with children who choose not to do their homework at the Center.
- The SCC is considered a "mainstream" program. We can accommodate certain children with special needs and will make such a determination on a case by case basis.
- Parents will be notified if a child is disruptive or presents a safety problem to him/herself or others. Unacceptable behaviors will be documented. Repeated disruptive behavior may result in an initial one-day suspension from the program. Any other occurrence after a suspension may result in your child's immediate withdrawal from the program. Suspension is considered a final warning prior to expulsion whereby the Center reserves the right to terminate a contract.
- Center policies and guidelines are subject to change at any time. Parents will be given written notice should a change occur.
- The Center reserves the right to terminate childcare services should the parent(s) fail to adhere to Center guidelines as outlined in the above Policy Statements, Parent Handbook and Registration Materials.

I have read the above Policy Statements, Parent Handbook and Registration Materials and full acknowledge, understand and accept all that is written.

 Child's Name

 Parent/Guardian Signature

 Date

SPRINGHURST CHILDREN'S CENTER
Springhurst School, 175 Walgrove Ave., Dobbs Ferry, NY 10522 / 914-693-2406

FEES AGREEMENT

Please sign and return

All fees are structured and designed to cover costs. As a not-for-profit organization, all monies in excess of expenses are invested back into the Center in the form of additional equipment, supplies and staff development.

- Fees cover childcare for the number of days allotted in the school calendar. No childcare services are provided during holidays or emergency closings.
- Contractual payments are due on the first day of each month with payments covering care one month in advance of service. The Center requires the registered parent/guardian to be responsible for the full tuition agreed upon in this contract. A late fee of \$25.00 will be charged if tuition is not received by the 10th day of the month. The Center reserves the right to suspend or terminate childcare services should terms of the contract be violated.

For clarification purposes, your first payment made in June/July will cover the cost of your child's September care. Your second payment will then be due on September 30th which will cover the cost of your child's October care. This will continue for ten equal payments whereby May 31st will be your last payment covering the cost of your child's June care.

- Returned checks will be subject to a charge as assessed by the bank.
- Should it be necessary for a family to change their contract due to work circumstances, the first contract change shall be done without a fee. Any other change will be subject to a \$15.00 change fee.
- Late pick-up of children who have a 4:00PM contract will be charged a **\$5.00 fee per half hour** or part thereof.
- Late pick-up of children who have a 6:00PM contract will be charged **\$30.00 per fifteen minutes** or fraction thereof. More than two late pick-ups after 6:00PM may result in a family's withdrawal from the Center's program.(See Policy Statement or Parent Handbook for further details)
- A Failure to Notify fee will be charged to families who fail to report their child's absence to the Center. Parents are required to call the Center **each day** their child is absent whether due to illness, play dates, sent home sick from school, etc. **The school does not notify the Center of absences.** Failure to notify the Center of absences, will result in the following:

1)	Warning/No Charge	1 st Occurrence
2)	\$5.00	2 nd Occurrence
3)	\$10.00	3 rd Occurrence

Five dollar increments will be charged for every occurrence thereafter

- The Center does not refund fees for days children are absent nor can it accommodate make-ups for missed days. Missed days are considered to include snow days, sick days, after school recreation activities and any play dates. In cases of exceptional or unusual circumstances (ie. Prolonged illness of more than one month), the Center will consider granting a tuition credit. Supporting documentation will be required if such a request is to be considered.
- A sibling discount of 20% is available on all rates excluding the above mentioned fees & charges.
- A \$50.00 non-refundable application fee per family is required each school year. A \$25.00 late registration fee will be assessed for families requesting and receiving space in the program after the registration period has expired.
- **The Center does not send out bills, therefore all payments and extra charges are due on the dates agreed upon or on the day of incidence.**

I have read the above fees Agreement, Parent Handbook and Contract and fully acknowledge, understand and accept all that is written.

Child's Name

Parent/Guardian Signature

Date

BEHAVIOR AGREEMENT

- The Springhurst Children’s Center has an established set of rules in order to maintain a safe environment for all children and adults. Rules clearly state what is considered appropriate behavior and what is not. Consistent, immediate and positive feedback is given to children for appropriate behavior while inappropriate behavior is discouraged and may result in one or more of the consequences listed below. Consequences most often reflect the behavior.
- Each day is a new day and every child has the opportunity to make choices about his/her behavior knowing in advance the rewards and the consequences.
- Please review the following rules with your child. This will help in maintaining a safe, consistent and effective program for everyone involved.

GENERAL RULES

1. Listen and follow directions.
2. Respect others and property of the school.
3. Keep hands, feet and objects to yourself.
4. Clean up after yourself.
5. Use quiet voice while indoors.

CONSEQUENCES

1. 1st Occurrence – child is spoken to and asked to Correct their behavior.
2. 2nd Occurrence – child receives a “Time Out” and/or Privileges are suspended or modified.
3. 3rd Occurrence – parent is notified

WITHDRAWAL FROM PROGRAM

Parents will be notified if a child is disruptive or presents a safety problem to him/herself or others. Unacceptable behavior will be documented and may result in an initial one-day suspension from the program. Although this will most likely inconvenience the working parent, the Center is obligated to all families to maintain a safe environment. This suspension will hopefully allow for both parent and child to discuss the seriousness of the situation. Any other occurrence after a suspension may result in your child’s immediate withdrawal from the program. Suspension is considered a warning prior to a possible expulsion whereby the Center reserves the right to terminate a contract.

We have read the above behavior agreement and understand of the rules and consequences.

Child’s Signature

Date

Parent/Guardian Signature

Date

SPRINGHURST CHILDDREN'S CENTER

TO BE COMPLETED BY PHYSICIAN, PHYSICIAN'S ASSISTANT OR NURSE PRACTITIONER

Child's Name

Date of Birth

Date of Exam

Immunizations*

*If one or more of the required immunizations is deemed detrimental to the child's health, please specify below in the medical exemption section.

	Dates:	1 st	2 nd	3 rd	Booster	Booster
DPT		/ /	/ /	/ /	/ /	/ /
ORAL POLIO		/ /	/ /	/ /	/ /	/ /
HIB		/ /	/ /	/ /	/ /	/ /
HEPATITIS B		/ /	/ /	/ /	/ /	
MMR		/ /	/ /			
OTHER		/ /				

Medical Exemptions

___ The physical condition of the above named child is such the _____ immunization would endanger his/her life or health.

TESTS

Tuberculin Test - Date: / / **Negative** **Positive*** *attach physician's statement of treatment

Lead Screening - Date: / / *attach statement of lead screening

Health Specifics

Comments

Are there Allergies? ___Yes* ___No (*Specify)

Is Medication taken regularly? ___Yes* ___No (*Specify drug and condition)

Is a special diet required? ___Yes* ___No (*Specify diet and condition)

Any Hearing, Visual, Dental conditions requiring special attention? ___Yes* ___No (*specify)

Any Medical or Developmental conditions requiring special attention? ___Yes* ___No (*specify)

Summary of Physical Exam (Including special recommendations to child care provider?)

PLEASE NOTE THAT THE SCC IS NOT ALLOWED TO ADMINISTER MEDICATION

On the basis of my findings as indicated above and on the above named child, I find that: He/She is free from contagious and communicable disease and is able to participate in child care - ___Yes ___No

Signature of Examiner

Address

Name (please print)

City, State, Zip

Title

Phone #

Date

**SPRINGHURST CHILDREN'S CENTER
SCHEDULE OF FEES
(2016 – 2017)**

MONTHLY CONTRACTS

Time Period	5 Days	4 Days	3 Days	2 Days	1 Day
Short session fee	\$390.00	\$330.00	\$250.00	\$195.00	\$115.00
Long session fee	\$500.00	\$440.00	\$335.00	\$250.00	\$135.00
Short session reduced *	\$285.00	\$235.00	\$175.00	\$140.00	\$85.00
Long session reduced*	\$365.00	\$310.00	\$235.00	\$175.00	\$95.00
Long session discount**	\$420.00	\$355.00	\$270.00	\$205.00	\$115.00
Before School	\$75.00	n/a	n/a	n/a	n/a
K Phase In***	\$185.00	(for childcare until 2:00pm only during phase in period)			

Half day program (6-7 per year) is available at additional cost. These are included in full time after school contracts (five day, long session only)

***Reduced rate** available provided the family meets the Federal requirements for the reduced/free lunch program. **Proof of eligibility is required.**

** **Discounted fees** are applied to siblings (one or more) of children registered within a family, long sessions only.

*****Kindergarten Phase-in fees** are payable with the first payment for September.

OCCASSIONAL USE CONTRACTS

Families choosing to use childcare services on an occasional basis must purchase a minimum of one book of five coupons at a fee of \$170.00. Your coupon must be presented prior to or on the day of your child's attendance at the Center. If you elect to use the Center for a half day session, the use of two coupons is required to cover the extended time period.

MISCELLANEOUS FEES

Application/Registration Fee	\$55.00 per family
Late Sign-Up Fee	\$25.00 (charged after registration period has expired)
Late Tuition Payment	\$25.00 per incident
Failure to Notify of Absence	\$5.00 increments After First Occurrence (per family)
Late Pick-Up – 4:00PM Contracts	\$5.00 Per half hour or fraction thereof (per family)
Late Pick-Up – 6:00PM Contracts	\$30.00 Per 15 minutes or fraction thereof (per family)
Contract Change Fee	\$15.00 For every change after the 1st (per family)
Returned Check Fee	As determined by bank