

The New Paltz Child Care Center

Parent Handbook

New Paltz Child Care Center
P.O. Box 844
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(845) 256-0445

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Welcome to the New Paltz Child Care Center,

Our center is a not-for-profit agency with a board of directors made up of volunteer members of the New Paltz community. The Site Director manages the day-to-day activities at the Center under the direction and policies agreed upon by the Board of Directors. The Center operates under a permit issued by the New York State Office of Children and Family Services (OCFS) (formerly the Department of Social Services) and abides by their regulations governing childcare. A copy of the regulations is kept in the office. Parent meetings are held to facilitate communication regarding activities and policies, and to provide a forum for parent input to the management and direction of the Center; parents are encouraged to attend. Meeting times are posted in the Center. All references to parents are meant to include guardians and caregivers.

Our goal is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. At The New Paltz Child Care Center (NPCCC), your children will have experiences that will stimulate learning in all developmental areas: physical, social, emotional, and intellectual.

Each child is a unique person with an individual pattern and timing of growth and development. Through these experiences, your child will learn how to get along with others, to share, to be excited about trying something new, and to develop self-confidence.

But we cannot do it alone. We need the help of each child's parents. The NPCCC needs your partnership to make our program even better.

The New Paltz Child Care Center is a part of your community. We want to work together with you as parents and as members of the community. Above all, please feel free to share with us your suggestions, ideas, and problems so we can all work together.

You are always welcome at the Center any time during hours of operation, not only on scheduled conference days. You may observe your child in the classroom, meet with the teachers and Site Manager, bring lunch and eat with your child or attend a special classroom activity.

The staff wishes to make the Center your child's "home away from home" and the experience pleasant for both you and your little one. We look forward to meeting you.

Sincerely,

Carol Bacon
Site Manager

Mission

The mission of The New Paltz Child Care Center is to provide quality, affordable childcare for the families of the New Paltz community. We are committed to providing a program that embodies developmentally appropriate practices and principles and which follows guidelines outlined by the National Association for the Education of Young Children. Through our multicultural, child-centered program, we encourage and enhance all stages of a child's development: physical, emotional, social, and intellectual. Our professional, educated staff promotes and fosters this development by creating a safe, clean, comfortable, and warm environment in which children may gain a positive sense of themselves and others, develop friendships, and learn to relate to others with empathy and respect. We seek to broaden a child's awareness of the world by providing a sense of "home" for children - a place in which they feel secure, comfortable, cared for, and understood on an emotional level. Our efforts to this end are always in cooperation with a child's parents, for we recognize and respect the parent as the child's primary caregiver. Our staff and center as a whole seek to relate to children with a positive, understanding, and loving attitude.

Our Program

The New Paltz Child Care Center is based on the concept of developmentally appropriate practice: Key facets of developmentally appropriate practice are as follows (Bredekamp, 1987):

1. Developmentally appropriate curriculum provides for all areas of a child's development: physical, emotional, social, and cognitive through an integrated approach.
2. Appropriate curriculum planning is based on teacher observations and recordings of each child's special interests and developmental progress.
3. Curriculum planning emphasizes learning as an interactive process. Teachers prepare the environment for children to learn through active exploration and interaction with adults, other children, and materials.
4. Learning activities and materials should be concrete, real, and relevant to the lives of young children.
5. Programs provide for a wider range of developmental interests and abilities than the chronological age range of the group would suggest. Adults are prepared to meet the needs of children who exhibit unusual interests and skills outside the normal developmental range.
6. Teachers provide a variety of activities and materials; teachers increase the difficulty, complexity, and challenge of an activity as children are involved with it and as children develop understanding and skills.
7. Teachers provide opportunities for children to choose from among a variety of activities, materials, and equipment that extend the child's learning by asking questions or making suggestions that stimulate children's thinking.
8. Multicultural and nonsexist experiences, materials, and equipment should be provided for children of all ages.
9. Teachers provide a balance of rest and active movement for children throughout the program day.
10. Outdoor experiences should be provided for children of all ages.

Curriculum

Our curriculum is based upon a developmentally appropriate environment, encompassing the concept of play, and using the child's natural curiosity as our foundation. Play is a serious business for the young child. It is considered the "work" of the child. We stress the importance of this work, as well as the importance of the child interacting with staff and other children.

Children need years of play with real objects and events before they are ready to understand the meaning of symbols such as letters and numbers. Learning takes place as young children touch, manipulate, and experiment with things and interact with people.

Children's play is the essential component of a developmentally appropriate curriculum. The important point is to choose an appropriate curriculum, which considers the "process" of learning, rather than the "product".

The curriculum needs to encourage the expression of social and emotional issues. The hopes, fear, anger, joy and friendships of children need to be explored. In designing a curriculum, a personal interest of the children must be capitalized on a new baby, a visit from grandmother, dinosaurs, friends or a birthday. Program components (dramatic play, art, music, blocks, etc.) need to relate to events and interests in the children's lives.

The learning process will revolve around the exposition of basic principles in arithmetic (concept of numbers, measuring, weighing, etc.), science (seasons, colors, etc.), reading, writing, social studies (through games and fun activities). Opportunities for successful development of positive attitudes, problem solving, group interactions, high self-esteem, leadership, etc. will be provided on a daily basis. Learning will be based on the concept of "playing while learning" through the use of "hands on activities".

We address the "whole child", concerned with all the aspects of her/his development: physical, social, emotional and cognitive. We are not as "strict" about academics as some traditional nursery schools; however, we do offer a variety of experiences for your child.

The National Academy of Early Childhood Programs advocates activities for children to be developmentally appropriate. These activities promote success for the child because they are geared to their developmental stage and individual ability and interest.

The curriculum is multifaceted, providing opportunities for the development of social and emotional skills, gross and fine motor skills, and perceptual and cognitive readiness, accompanied by sound health and good nutritional practices. Safety is stressed. Through teacher/child interaction, children learn language and problem-solving skills. Children are offered a program rich in assorted activities in order to give them the opportunity to make choices. Choices of activity alternate between quiet and active play, both indoors and outdoors, in order to keep children stimulated, interested, and relaxed. Children are grouped according to age and developmental maturity into three clusters: infants, toddlers, and pre-schoolers.

Registration and Enrollment

The New Paltz Child Care Center serves children from the age of 6 weeks through 5 years. Applications are accepted throughout the year. The school year will be from September 1st to August 31st of each year regardless of when your child's enrollment begins. Students may be enrolled as Part Time students, attending the Center for 25 hours or less per week, or as Full Time students, attending the Center for more than 25 hours per week. There is an initial non refundable **registration fee of \$75.00 per child**.

In those cases when enrollment at the Center is full, the Center will maintain a waiting list. You may add your child/ren's name to the list and as space becomes available you will be notified by telephone; enrollment at the Center is constantly fluctuating, but is limited to 14 Infants, 12 Toddlers, and 16 Preschoolers. Openings are filled on a first-come, first-served basis. If you are notified of an opening but your child is not yet ready to enter the Center, you may reserve the slot by paying the normal registration fees, and 50% of the expected tuition rate for each week until the time your child enters the center; these payments are non-refundable, and 50% tuition is due only while the Center is operating with a waiting list. If you choose not to reserve the slot, you may add your child's name to the wait list, and the security deposit is refundable as outlined above, but will be required if/when your child does attend.

If you refer a new student to the Center, you will receive a \$50 tuition credit upon the referral's six-month anniversary.

Admissions Policy

The New Paltz Child Care Center is open to the general community and does not discriminate on the basis of race, creed, color, gender, religion, sexual orientation, or national origin.

When parents/guardians and children visit the Child Care Center for the first time, there will be a tour given of the Center and an interview before the child is enrolled.

Prior to enrollment, the parent/guardian will be asked to complete all the forms in the enrollment package. These forms include:

- Identification and emergency information Card –
- Family and social history of child
- Health history of child
- Developmental history of child
- Permission to receive emergency medical care
- Permission forms (Contract for Services)
- Medical report (see below)
- Policy and procedure agreement (Acknowledgment)
- Non-refundable registration fee of \$75.00

Medical Exams

A medical exam must be completed by the child's physician before any child is admitted to the New Paltz Child Care Center. These exams must be done annually or your child will not be allowed to remain at the center. All immunizations must be up-to-date. Please submit physician's documentation of immunization updates as they occur.

Tuition

Current tuition rates are; Infant Room Part time \$161.00 (25 hours per week or less)
 Infant Room Full time \$ 228.00

 Toddler Room Part time \$154.00(25 hours per week or less)
 Toddler Room Full time \$215.00

 Preschool Room Part time \$146.00(25 hours per week or less)
 Preschool Room Full time \$ 202.00

Tuition is collected in advance and is due in two week intervals by 5:30 pm of the first day of care beginning the two week period. **A fee of \$10.00 per week will be added for each week that tuition is late.** A child will not be allowed to return to the center if tuition payments are not current. It is the responsibility of the parent/guardian to be sure that tuition is paid on time; children cannot be retained at the Center with an unpaid balance. Checks and money orders should be made payable to: New Paltz Child Care Center. If you pay in cash, please make sure to hand payment to the Site Manager and to receive a written receipt immediately.

Non-payment will result in your child being dropped from the Center. A \$20.00 fee is charged for each check returned to us because of insufficient funds. Money orders or cash payments will be required for future payments.

Families with more than one child attending the Center pay 100% of the tuition rate for the eldest child and 85% of the tuition rate for each subsequent child.

Center Hours

Our daily hours of operation for childcare are from 7:00 AM to 5:30 PM Monday through Friday.

Transportation

Parents are responsible for transporting their children to and from the New Paltz Child Care Center. Parents must accompany their children into the Center and sign them in and out of the classroom each day. Parents will be asked to specify their child's expected hours of attendance each term in their annual contract.

It is your obligation to pick up your child at the predetermined time. In the event that you have an emergency and cannot be here on time, you must call us. There is a charge for late pick-ups as

staff must be paid overtime wages when you are late:

5:30 PM - 5:35 PM	Grace period
5:35 PM - 5:45 PM	\$5.00 additional charge
5:45 PM - 6:00 PM	\$10.00 additional charge
6:00 PM - 6:15 PM	\$25.00 additional charge

Holidays and Leave

There are a number of days during each year that the center will be closed including New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the day after Thanksgiving, and Christmas Day. Parents are expected to pay the usual weekly tuition rate for the weeks in which these holidays fall; this allows us to pay our staff for some of these holidays. Parents will be notified in January as to the expected calendar for that coming year.

In the event of severe weather conditions or dangerous building-related conditions (i.e. loss of power, water leaks, etc), the Site Manager must consult with the President of the Board of Directors to authorize closing the Center. Parents will be notified as soon as possible by telephone. In the event of an official Snow Emergency, the Center must close. There will be no tuition reduction for such days. Parents will be called with changes to closing, but you can also check the web site at **www.newpaltzchildcarecenter.com** for updates and changes.

Once enrolled at the New Paltz Child Care Center for 3 months, you are entitled to 5 days, per calendar year, during which your child may be absent from the center without paying tuition. These days may be used for vacation, personal time, sick leave, severe weather or however you choose to use them.

Parents are responsible for paying tuition for all other days of the year.

For vacation or other planned absence, please notify the Center in writing at least two weeks in advance. For sickness, please call as soon as possible, preferably by 9 a.m. that morning.

Withdrawal

Should you find it necessary to withdraw from the center, please give the Site Manager written notice a minimum of two weeks in advance and indicate the child's last day of attendance. You are responsible for the payment of tuition at all times that your child attends or is enrolled at the center; if notification of withdrawal is not given, tuition will be due as expected for the period that the child is enrolled as per the Contract for Services. Your security deposit may be used to pay for your child's final week of enrollment, provided that a minimum of two weeks written notice is given. If less than two weeks' written notice is given, the security deposit is forfeited.

Reduced Care and Extended Absences

If your child is normally enrolled Full Time, you may arrange for a period of Part Time care (25 hours per week). During the months of July and August only, if your child is part time, you may arrange for your child to attend 15 hours per week. Two week's advance written notice must be given to the Site Manager to take advantage of the reduced care. Such a change must be for a minimum of 4 weeks' duration, to enable proper staff scheduling. A minimum of two weeks' written notice must be given prior to returning to Full Time.

If you anticipate an extended absence for your child (more than 2 weeks) due to unforeseen circumstances, such as severe illness, family tragedy, or loss of job, you may request the following tuition adjustment: Continue tuition payments at 50% of your usual weekly rate for each week the child is absent. Extended leave is limited to 16 weeks (4 months), and applies only if your child does not attend the center at all during the period of leave. It must be requested in writing two weeks in advance, and is subject to approval by the Board of Directors. Tuition must be paid in two installments: one half of the total the first week that your child is absent, and the remainder two weeks later. You are not required to pay a re-registration fee when your child returns.

Meals

All bottles, baby food, cereal, etc. must be labeled with the child's first and last names and the date. When a child finishes a meal, only unopened portions may be stored. Everything else must be discarded. Bottles and formula must be prepared and bottled by the parent (OCFS regulation). All other baby food must be supplied by the parent until the child is on table food.

Breakfast and lunch will be served each day at the Center as well as afternoon snacks. Menus will follow Child and Adult Food Program recommendations. Children are encouraged to try a variety of foods. They are also encouraged to participate in set-up and clean up with the assistance of an adult, as they are able.

Variations in the meals will be allowed only with a parent's or physician's written order or for religious purposes.

If you are available, we invite you to have meals with your child. This is a wonderful time to role model good eating habits in a relaxed atmosphere. We will not serve candy, sugared drinks or foods containing nuts. Please do not send these items with your child. If your child arrives with candy, it will be kept in a safe place and returned to you at the end of the day.

Health Care Policies

The health care policies for the New Paltz Child Care Center have been developed according to the established New York State Department of Family Assistance regulations. The purpose of these policies is to protect the health of the children and maintain the safety of the environment. All current medical examination forms for staff and children are kept in a confidential file in the Center and are not disclosed to unauthorized persons. Written permission for any disclosure is required.

Illness at Home

In order to help insure a healthy environment for your child and others, we ask you to please keep your child home if they are ill. If your child is well enough to attend the Center, we expect that they are well enough to take part in all activities, including outdoor play. When a child is absent due to illness, we ask that you notify the Center as early as possible in the morning. In the event a child contracts a communicable disease, please contact the office immediately, so that we may alert other parents. The illness policy is outlined in the chart following this section.

Illness at the Center

In order to work together, the staff tries to keep you informed of any signs of possible illness. If your child becomes ill while at the Center, a written illness report will be generated and you (or in your absence, your authorized designee), will be contacted and arrangements made for the child's immediate pick-up. Parents are expected to respond promptly in such an instance. It is essential that you have a back-up care provider who is available at all times in the event you cannot be reached.

If you take your child to the doctor, please return with a written report of the doctor's findings. Please refer to the chart of common illnesses, which identifies the conditions requiring a written doctor's (MD) note before the child can return to the Center.

Injury at the Center

If your child is seriously injured while at the Center, all efforts will be made to contact you (or your authorized designee). In cases of serious injury, the Center will notify the New Paltz Rescue Squad to obtain emergency medical treatment. Any accident occurring at the Center is recorded in a written report that is kept in the child's file. In addition a copy of the report is sent home for the parent(s).

Chart of Common Illnesses

Fever	A child who has a fever over 101 degrees will be sent home. A child who has a temperature elevation the night before attendance at the Center should be presumed ill and should not
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	return to school. If the temperature is "normal" only with aspirin, ibuprofen or acetaminophen, the child is probably still sick and should not attend. The child may return 24 hours after their temperature remains normal without the use of aspirin-type medication.
Diarrhea	If a child has 3 or more loose/watery stools or 1-2 loose/watery stools with poor fluid intake during the course of a day, the child will be sent home from the Center. The child may return when bowel movements are normal and fluid intake improves.
Vomiting	If a child vomits and shows other signs of illness (not to be confused with an infant's occasional spitting-up) they will be sent home. A child who has vomited in the preceding 12 hours, is listless, or has poor appetite should not be brought to the Center.
Upper Respiratory Illness	Children who have congestion, large amounts of nasal discharge, sneezing, coughing, listlessness, or are unable to keep up with the day's activities should remain at home. Physician-documented allergic reactions and/or asthma-related conditions are excluded.
Undiagnosed Rash	Unless specifically diagnosed by a physician as "non-contagious", the Center will send home any child who has or develops a rash during the day.
Severe Cough (Croup)	A child with the croup may return to the Center after the illness has subsided.
Conjunctivitis (Pinkeye)	"Pinkeye" is a contagious conjunctivitis. Signs include a white or yellow discharge from the eye with redness, itching and soreness. A child may return to the Center 24 hours after treatment has begun if all drainage, excessive tearing and redness have subsided with proof that medication was prescribed by a physician.
Chicken Pox	A child may return to the center after one week if no new lesions have formed and all current lesions have scabbed or crusted over.
Impetigo	A child may return to the Center 24 hours after treatment with proof that medication was prescribed by a physician.
Head Lice, Scabies	A child may return to the Center 24 hours after treatment with proof that medication was prescribed by a physician.
Strep Throat	A child may return to the Center 24 hours after treatment with proof that medication was prescribed by a physician.
Scarlet Fever	A child may return to the Center 24 hours after treatment with proof that medication was prescribed by a physician.
Ear Infection	There will be no exclusion if there are no other symptoms.
Roseola	A child may return to the center once rash completely disappears.
Rubella (German Measles)	A child may return to the Center no earlier than 5 days after rash first appears.

Fifth Disease	A child may return to the Center once body temperature is normal and any skin rash has faded.
Ringworm (Fungal Infection)	A child may return to the Center 48 hours after treatment with proof that medication was prescribed by a physician.
Pinworms	A child may return to the Center 24 hours after treatment with proof that medication was prescribed by a physician.
Coxsackie Virus (Hand, Foot, Mouth Disease)	A child may return to the center once the fever is gone and they are able to participate in normal activities. Skin vesicles (sores) may still be present.

Medical policies will be strictly enforced. They are adapted from guidelines and the American Academy of Pediatrics and the U.S. Department of Health guidelines.

Additional Information for Parents

Things to bring from home

Clothing: Because of the wide range of activities planned, it is recommended that children be dressed in washable, comfortable clothing. Aprons are provided by the center for art and water activities. Please don't expect your child to be clean at the end of the day. We plan various activities inside and outside which may make your child seem disheveled at the end of the day. To us, that's a sign of a versatile program. Parents of children in diapers are responsible for providing diapers and disposable wipes.

Due to water activities, sand play, and occasional bathroom accidents, at least one extra set of clothing must be kept in the Center at all times. Extra clothing should be marked with the child's name. If wet or dry clothes are sent home, please return an extra set of clothes the next morning.

Clothing for Outside Play: State licensing requires us to provide periods of supervised outdoor play each day for all children except during inclement weather. Please dress your child accordingly. In the winter you may want to leave a set of snow pants, boots, etc. at the Center during the week, but they must be taken home for the weekend. In the summer, your child needs a bathing suit, towel, and water shoes that may be left at the Center.

Toys: Please do not bring toys, candy, or gum to the Center.

Birthdays: If you would like to celebrate your child's birthday with their class, please discuss this with your child's teacher or the Site Manager. This will help us plan an appropriate celebration, taking account of everyone's special needs, such as dietary restrictions, religious observances, etc. **One baked good, per child, only please!**

Toilet Training

Children in the preschool room use the children's toilets and wear underwear instead of diapers or pull-ups. We are aware that many of the children just entering the room are still completing their toilet training. The staff will assist the children in using the toilets and encourage them to feel positive about themselves during this stage of development. Each child is an individual and will learn different skills at different ages. Parents are welcome to meet with the preschool staff to discuss this and other issues related to the transition from one room to another. Our facilities and the activities in the preschool room require that the children be toilet-trained by the age of 3 1/2 years. If this goal is not achieved, an extended leave may be requested, or the student will be dismissed.

Discipline

“The essence of discipline is finding effective alternatives to punishment... Good discipline is a series of little victories in which a teacher, through small decencies, reaches a child’s heart.”
(Dr.Haim Ginott: Teacher and Child)

Our goal in this Center is to address the developmental needs and abilities of young children while enabling teachers to implement their high standards. Our philosophy is called problem solving because it emphasizes children’s ability to solve their own problems when they are trusted and encouraged to do so. Teachers who apply problem solving use limit-setting techniques such as active listening, negotiation, and I-messages.

Basic to the problem-solving philosophy is the concept of freedom with responsibility. In a child-sensitive program, kids do what kids do, but they also take responsibility for their actions. Problem solving is neither permissive nor authoritarian. When children fight over a toy they are encouraged to negotiate, which requires listening to another child’s feelings. Also basic are acceptance and trust. Teachers accept children as they are and trust them to be responsive and responsible. Each child is considered a unique person with feelings, preferences, and rights that must be respected. Rather than a set of rules for children to obey or another name for discipline, problem solving is a natural part of the learning process based upon trust and respect for the child. (From: Guiding Young Children: A Child-Centered Approach by Eleanor Reynolds)

Our goal at the Center is to create a safe and respectful environment where children learn to settle their differences using words rather than aggressive actions. However, despite our best efforts, biting, hitting, or other aggressive behaviors sometimes occur. Biting is particularly likely among toddlers, who may respond to a frustrating experience by biting. Experts in the field of child development feel that biting is a natural tendency of the young child. They also feel that biting is a temporary way of behaving, and children will eventually outgrow it.

When a child is bitten or hurt in some other way, an accident report is generated and given to the parent. It is our policy to not include the name of the child biting or hurting another child, although parents are alerted when their child is hurting others. If a pattern of aggressive behavior

develops or if behavior problems persist, the parent will be asked to attend a conference to discuss suggestions to help motivate the child to behave in an acceptable way. It may be suggested that the child and parents be involved in a behavior modification program. Continued behavior problems that disrupt the daycare center will result in the parent having to find other daycare arrangements. As in all matters, parents with concerns about behavior in the classroom should speak to the teacher, head-of-group, and/or Site Manager. Staff should be called upon to handle any discipline situations as they are trained to respond to such problems. Parents are not to interfere but to alert a staff member if they have concerns about a child's behavior.

Child Abuse/Neglect Reporting

According to New York State Law, the New Paltz Child Care Center staff is required to report any suspected child abuse or neglect. These reports are held in the strictest confidence and in the hope of helping a family deal with problems they may be experiencing.

Communication

It is vitally important that you share any special needs or concerns about your child with the classroom teachers or Site Manager regularly. This will provide the staff with useful information about your child's physical and emotional needs. The staff will write a report describing events in each toddler and infants day.

Parents and teachers can communicate briefly each day about a child's needs and any recent family events or changes in health, which might affect a child's behavior. If you feel the need to speak at length with a staff person, please make an appointment for a separate meeting. Remember that the teacher's first obligation is to attend to the care and safety of the children.

Parent / Teacher Conferences

There will be at least two Parent / Teacher Conference per year, one in November and one in May. Conferences may also be requested by your child's teacher in the event an issue or concern arises that cannot be addressed during daily parent / teacher communications. Either party should feel free to request a conference when the situation warrants it.

Basic Principles of Child Development

1. Development occurs in a number of different areas at the same time.
2. Development is sequential.
3. Children have individual rates of development.
4. Development moves from simple to complex.
5. Individual development depends on both inherited characteristics and environmental experiences.
6. Development is considered to occur in stages.
7. Development is a combination of maturation and learning.

8. Each child has an individual learning style.

Changes to Policy

As a not-for-profit organization, the overall responsibility for the management of the Center is held by the Board of Directors. In light of constantly changing legal requirements, financial needs, and other unforeseen circumstances, the NPCCC Board of Directors reserves the right to make changes and/or adjustments to signed contracts and handbooks as is necessary for the good of the Center without prior disclosure or consultation with the parents or staff, but will communicate such changes or adjustments with a grace period of at least two weeks prior to enforcement.

Acknowledgment

I have read and understand the parent handbook provided to me by the New Paltz Child Care center regarding its policies.

1. I understand that the New Paltz Child Care Center does not discriminate on the basis of race, creed, color, gender, religion, sexual orientation, or national origin.
2. I understand that the New Paltz Child Care Center does not provide transportation to or from the Center.
3. I understand that the New Paltz Child Care Center does not provide field trips.

I acknowledge that I have received a copy of the Parent Handbook. I have read it and agree to abide by its terms and conditions.

Parent/Guardian Signature Date _____

Parent/Guardian Signature Date _____

Photo Release

I give permission to the New Paltz Child Care Center to use any and all pictures and/or videos of my children for use in public relations and educational projects including the center web site.

Parent/Guardian Signature

Date

Parent/Guardian Signature Date

Enrollment Contract for the New Paltz Child Care Center.

Child's Name _____

First Time Enrollment

First day of child's attendance _____ - August 31st _____
Month/Day/Year Year

Continued Enrollment – For children already attending the Center.

September 1st _____ – August 31st, _____
(year) (year)

My child will attend the Center the following days and hours:*

Monday	_____	a.m. to	_____	p.m.
Tuesday	_____	a.m. to	_____	p.m.
Wednesday	_____	a.m. to	_____	p.m.
Thursday	_____	a.m. to	_____	p.m.
Friday	_____	a.m. to	_____	p.m.

At the time of enrollment, I agree to pay tuition at the rate of \$ _____ per week, due in advance every two weeks.**

Parent/Guardian Signature Date

Parent/Guardian Signature Date

Site Manager or Assistant's Signature Date

***Parents who wish to make changes to their child's schedule must do so in writing at least 2 weeks in advance. For temporary changes to your child's schedule please refer to the Parent Handbook, Section: Reduced Care and Extended Absences.**

****Please note that the New Paltz Child Center Board of Directors reserves the right to make periodic tuition increases. Parents will be notified at least 4 weeks in advance of a tuition increase.**