

First: \_\_\_\_\_  
 Last: \_\_\_\_\_  
 Reg Fee: \_\_\_\_\_  
 Rate: \_\_\_\_\_  
 For administrative use only

# The Day Care Center at Ivy League

197 Brookside Drive Smithtown, NY 11787  
 Phone: 631-656-9702 Fax: 631-656-9703  
 daycare@ivyleaguekids.com



## Infant Enrollment/Registration Application

Enrollment Date: \_\_\_\_\_ Start Date \_\_\_\_\_

### CHILD INFORMATION

Child: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Nickname \_\_\_\_\_  
 DOB: \_\_\_\_\_ Gender:  M  F  Non Binary  Other Child's Primary Language: \_\_\_\_\_ Parent's Primary Language: \_\_\_\_\_  
 List Family Members Child Lives With (include names and ages of siblings): \_\_\_\_\_  
 Home Address: \_\_\_\_\_

### PRIMARY CONTACT INFORMATION (please designate preferred contact with a ✓)

Parent/Guardian #1: \_\_\_\_\_ Relationship To Child: \_\_\_\_\_  
 Home Address (if different from above): \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ License Plate Number/State: \_\_\_\_\_  
 Employer and Address: \_\_\_\_\_ Work Hours and Days: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Parent/Guardian #2: \_\_\_\_\_ Relationship To Child: \_\_\_\_\_  
 Home Address (if different from above): \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ License Plate Number/State: \_\_\_\_\_  
 Employer and Address: \_\_\_\_\_ Work Hours and Days: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION (Do Not Include Parents/Guardians)

Name #1: \_\_\_\_\_ Relationship To Child: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Name #2: \_\_\_\_\_ Relationship To Child: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

- The Day Care Center staff will release your child only to you or to those persons you have listed above. Emergencies may prevent you from picking up your child; therefore, include those individuals whom you would authorize in such events. If you want a person who is not identified above to pick up your child, you must notify us in advance, in writing. **Your child will not be released without prior authorization. ID may be required.**
- The persons designated in this section will be contacted by The Day Care Center and are authorized to pick up my child if there is a medical or other emergency and I cannot be reached. Parent/Guardian must complete any state-specific emergency release forms required by individual state child care licensing regulations. In addition, release person must be 18 years of age or older.
- **Authorized individuals must sign-in everyday when dropping off and sign-out when picking-up children.**

# Terms and Conditions

1. I agree to pay the tuition as indicated above. A late fee of \$25 will apply to payments not received by the first of the month. There will be a \$30 service fee for all returned checks. A 3% convenience fee is applied to credit card payments.
2. The registration fee is non-refundable.
3. It is understood that no refunds will be made for sickness, transportation delays or withdrawals. Additionally, there will be no tuition credit for any time the center is closed due to inclement weather, holidays, or mandates.
4. If my child does not attend full time, 5 days per week, I understand that The Day Care Center at Ivy League has the right to fill any and all of the unattended days.
5. I understand that if I make any changes to my child's enrollment (as in a decrease in days or withdrawal) I must notify The Daycare Center at Ivy League in writing by the 1st of the month in the month preceding the change.
6. I understand that if I choose to take time off from my original schedule without paying my tuition, I am in effect un-enrolling from daycare. I understand that I must re-enroll my child if I choose to return. This will entail a new registration fee and a new first and last month payment, provided there is a space available.
7. Refund Policy: For Plan A, Notice of withdrawal must be received by the 1st of the month in the month preceding withdrawal. Any payment discounts will be removed. For Plan B, tuition is non-refundable, regardless of the reason for withdrawal. Notice of withdrawal must be received by the 1st of the month in the month preceding withdrawal.
8. The Day Care Center at Ivy League has the unrestricted right to terminate this enrollment agreement at its sole discretion. In the event of such termination see refund policy above.
9. In the event of a withdrawal from program prior to start date no refunds will be issued.
10. The Day Care Center at Ivy League is not responsible for any child's belongings lost or damaged at day care, or any parent vehicles that transport children to and from day care.
11. I agree to notify The Day Care Center at Ivy League by 8:30am when my child will be absent.
12. The Day Care Center at Ivy League has permission to reproduce and publish any photograph, video or likeness of my child for advertising, commercial or any lawful purpose.
13. In the event that a parent or the family physician cannot be contacted in an emergency, The Day Care Center at Ivy League has the permission to have my child examined at a hospital emergency room.
14. I consent to The Day Care Center at Ivy League communicating with me by telephone, email, or other means. Written communication may be sent home with emergency contact and release persons when necessary.
15. Prior to enrollment, I must provide The Day Care Center at Ivy League with updated medical and immunization information for my child. This information must be updated in accordance with state child care licensing regulations and kept current. I understand that children without appropriate current medical records may not attend the center.
16. State child care licensing regulations are on file at the center and are available for review upon request. Certain state child licensing regulations have requirements in addition to those contained in this contract.
17. A \$15 late fee will be charged for the first 15 minutes past my child's scheduled pick up and \$30 for each additional 15 minute increment.
18. I agree that any dispute concerning, relating, arising out of or referring to the subject matter of this contract shall be resolved exclusively by binding arbitration in Suffolk County, NY, according to the then existing commercial rules of the American Arbitration Association and the substantive laws of that state unless The Day Care at Ivy League, in its sole discretion, selects a different forum. The arbitrator and not any federal, state or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract, including but not limited to any claim that all or any part of this contract is void or violable.

**I certify that I have read, understand and accept all of terms and conditions described in the application.**

**Parent/Guardian Print:** \_\_\_\_\_ **Child Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Center Director Initials:** \_\_\_\_\_

# Infant Program Schedule of Fees (Ages 6 weeks to 18 months)

		Registration Fee (non refundable)	Deposit (non refundable)	Infant Program (6 weeks to 18 months)
Full Time	Monday thru Friday 8:00am to 5:00pm	\$200	First/Last month	\$1805
Early Drop-Off	7:00am to 8:00am			\$170
Late Pick-Up	5:00pm to 6:00pm			\$170

**A non-refundable registration fee of \$200 and your first and last month payment is due at the time of enrollment.** Tuition is based on the rate in effect at the time of enrollment regardless of your actual start date. Tuition begins accruing the month your child is contracted to start. The rate will remain fixed while in the infant program. Two months prior to completion of the infant program, a new enrollment application must be completed for entrance to the toddler program.

The Day Care Center at Ivy League will be closed on the following days: Martin Luther King Day, Columbus Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, and the Fourth of July along with two professional development days to be determined, If a holiday should fall on a weekend day, the daycare will be closed on a weekday before or after.

### PAYMENT INFORMATION

**Plan A** \_\_\_\_\_ *Annual tuition is due at the time of enrollment. A 5% discount will be applied.*

**Plan B** \_\_\_\_\_ *Monthly tuition is due on the first of each month.*

The accounting department can be reached between the hours of 9:00am and 2:00pm at 631-265-4177.

\*Payments can be cash, check, or credit card. Please note that there is a 3% convenience fee applied to credit card payments.

## SCHEDULE

**Tuition and attendance will be based on the following schedule.**

	Time In	Time Out
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Parent/Guardian Signature: \_\_\_\_\_

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

Center Director Initials: \_\_\_\_\_