



OSSINING CHILDREN'S CENTER

Where Children Learn to Love Learning

APPLICATION FOR INFANTS & TODDLERS

SPECIAL DISABILITIES (PHYSICAL, LEARNING, SPEECH, ETC.), ALLERGIES OR OTHER PROBLEMS:

THIS APPLICATION MUST BE ACCOMPANIED BY YOUR CHILD'S BIRTH CERTIFICATE

APPLICATION FOR ENROLLMENT

DEPOSITS ARE NONREFUNDABLE: Deposit amount paid _____ Date received _____

Today's Date: _____ Date \$25.00 Non- Refundable Application Fee Paid: _____
Requested Starting Date: _____ CHECK/CASH RECEIPT # _____ Received by: _____

Child's Name: _____ Circle: Male / Female

Child's Nickname: _____ Date of Birth: _____ Age: _____

Child's Address: _____

Guardian #1 Name: _____ Cell: _____

Relation to Child: _____ Home Phone: _____

Address: _____

Email: _____

Occupation: _____ Present Position: _____

Name and Address of Employer: _____

Work #: _____

Guardian #2 Name: _____ Cell: _____

Relation to Child: _____ Home Phone: _____

Address: _____

Email: _____

Occupation: _____ Present Position: _____

Name and Address of Employer: _____

Work #: _____

Limitations on Visitation Rights: _____

DSS case worker: _____ DSS case # _____ Phone # _____

How many people live in your household? _____

Please list all household members not described above:

Name	Relationship	Age	Health	Employed	Home	School	Grade
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How did you learn about the Ossining Children's Center? Please check all that apply:

_____ from a friend or family member _____ Sign in front of 32 State Street
_____ Google Search _____ Facebook group
_____ Ad on a Grocery Cart _____ Welcome Wagon
_____ Other (please specify) _____

What language(s) are spoken in your home? _____

Has your child ever been in the care (even for brief periods) of anyone other than yourself? _____. If so, when, with whom, and for what periods of time?

Please give us information about your child's habits and need:

Allergies _____

Special Health Conditions _____

Special Interests and Abilities _____

Ways your child communicates his/her needs _____

Comforting Needs _____

Naptime Habits _____

Toileting Habits _____

Eating Habits _____

Diet: Type of formula _____
Ounces per serving: _____ Times per day: _____

Type of Food	Amount per Serving	Times per Day
Cereal _____		
Fruit _____		
Meat/ Protein _____		
Vegetables _____		
Fluids (juice, water, etc.) _____		
Other foods _____		

I give the Ossining Children's Center permission to use wet wipes and over-the-counter diaper rash ointments on my child as I direct.

Parent / Guardian signature

Date



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CHILD DEVELOPMENT (INFANTS AND TODDLERS):

1. Was your child's birth normal? _____ Any problems? _____

2. At what age did your child:
Walk? _____ Talk? _____ Toilet Trained? _____
Does your child have any special routines or words about toileting? _____

3. Describe your child's sleeping habits? _____
_____ Nap? _____
4. Has your child been identified by a professional as having any type of learning disabilities or other developmental delay? _____

MEDICAL:

DOES YOUR CHILD HAVE ANY SPECIAL DISABILITIES, ALLERGIES, OR OTHER MEDICAL PROBLEMS WE SHOULD KNOW ABOUT? _____

Pediatrician _____
Address _____ Telephone _____
Last Physical Examination on (Date) _____
Summary _____

Growth Rate: Normal _____ Slow _____ Rapid _____

Has your child had:

Spasms _____	Frequent Colds _____
Convulsions _____	Nosebleeds _____
Injuries _____	Speech Difficulties _____
Surgery _____	Dental Problems _____

ANY unusual experiences regarding health? _____



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ENROLLMENT STATEMENT

_____, age _____ is enrolled at the Ossining Children's Center, 32 State Street, Ossining, NY 10562, commencing on _____

Signatures: _____
Parent/ Guardian Date

Children withdrawn from enrollment on _____.
Date

Comments:

Signatures: _____
Parent/ Guardian Date



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Child's Name _____ Home Telephone _____

Address _____ Date of Birth _____

1. I hereby give my permission to the OSSINING CHILDREN'S CENTER to seek EMERGENCY MEDICAL TREATMENT for my child in case I am unavailable when such treatment is required. I will bear all medical expenses for this treatment.

Signature _____ Date _____
Pediatrician: _____

2. In case of emergency, the following three persons (more, if possible) will be called and are authorized to pick up my child:

Name	Address	Telephone	
Name	Relationship To Child	Address (7AM-6PM)	Telephone (CELL/ WORK)

1. _____
2. _____
3. _____

Signature(s) _____ Date _____

3. I assume responsibility for my child from the time he/she leaves home until arrival at the Center and from the time he/she leaves the Center at the end of the day.

Signature(s) _____ Date _____

4. _____ will pick up my child from the Center at approximately _____ each day. I hereby agree to notify the Center office each time any other person will pick up my child from the Center.

Signature(s) _____ Date _____

5. I hereby give my permission for my child to go on educational trips under the jurisdiction of the Ossining Children's Center with ample and mature supervision.

Signature(s) _____ Date _____

6. I hereby give my permission for my child to appear in the photographs taken by the Center and to allow any pictures of my child to be released for publication, electronic or print, for the purpose of fundraising or public relations.

Signature(s) _____ Date _____

7. I hereby give my permission for my child to be seen by the OCC psycho- educational consultant for initial and follow-up assessment screenings.

Signature(s) _____ Date _____



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Income Statement

Child's Name _____ Date of Birth _____

Number of Family/Household Members _____

Number of Children in day Care:

Full time: _____ Part time: _____ **Total:** _____

One (1) month's payroll stubs for all income sources submitted _____

- For example: If you get paid once a week, you must submit four (4) paystubs.

Gross Income Source(s):	Amount/How Often:
Salary (Guardian #1)	
Salary (Guardian #2)	
Support Payments	
Social Security	
DSS/ADC	
Alimony	
Other (Specify _____):	

Total: _____

Falsification of the above information shall result in the termination of your child's participation in our program. Four payroll stubs for each wage earner in the household **must** accompany this form.

The office is to be notified immediately if there is any change in gross income. **Income verification may be required twice yearly.**

Parent/Guardian Signature

Date



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FEE SCHEDULE

(For Office Use Only)

Child(ren) name(s): _____

Program	First Child		Second Child		Third Child	
A) Infants – Young 3’s	<div></div>		<div></div>		<div></div>	
B) Pre-School – UPK	<div></div>		<div></div>		<div></div>	
C) School-Age (K-7)	<div>PT</div>	<div>FT</div>	<div>PT</div>	<div>FT</div>	<div>PT</div>	<div>FT</div>
D) Bus & Breakfast	<div>PT</div>	<div>FT</div>	<div>PT</div>	<div>FT</div>	<div>PT</div>	<div>FT</div>
E) Summer Camp	<div></div>		<div></div>		<div></div>	
Total Monthly Family Fee:			<div>PT</div>		<div>FT</div>	

I hereby agree to pay \$ _____ F/T and/or \$ _____ P/T monthly to the Ossining Children's Center for the care of my child(ren):

_____ beginning on _____.

Parent/Guardian Signature

Date



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Policy Statement

The Ossining Children's Center is open to all children regardless of race, creed or ethnic origin.

For a child to be admitted to the Center, the parent/guardian(s) must complete and sign the forms presented by the Center, including:

- A: Application for Enrollment
- B: Permission Forms
- C: Income statement and Fee schedule
- D: CACFP Form
- E: Title XX Form (when applicable)
- F: Policy Statement
- G: Health Form (completed by a physician) required annually

Income Verification

- Income verification may be required twice a year for all parents whose children attend the Center.

Tuition

- Accounts will be billed monthly on or the third Friday of the month for the upcoming month. Payment in full must be received by the 15th of the month that the bill is for, or your child's enrollment may be jeopardized.
- Fees may be based on a sliding scale and are adjusted whenever there is a change in income. Fee increases for parents who fail to provide income verification are retroactive to the last verification date. Fee decreases are not retroactive.
- Part-time school-age students' tuition will be charged at the full day tuition rate for full weeks (i.e. school vacation weeks).
- Parents who are eligible for government funding but who refuse to accept funding or who fail to submit the required documents in an accurate and timely manner will be required to pay a fee equal to the amount of the funding they refuse.
- If a parent falls ***two weeks*** behind in payment of tuition fees, the child will ***not*** be allowed to attend the Ossining Children's Center until such time as payments are brought up-to-date.
- Credit balances will be refunded upon termination of your child's enrollment from our program.

Past Due Accounts

- Past due accounts of children who have left the Center with an outstanding balance will be transferred to an attorney and the cost of collection will be added to the overdue account.

Hours

- The hours of the Ossining Children's Center are from 7:00a.m. to 5:55p.m.
- Arrival should be between 7:00a.m. and 10:00a.m.
 - PLEASE NOTE: UPK class only **and** Summer hours – arrival time by 9:00 a.m.
- CHILDREN MUST BE SIGNED IN AND OUT ON THE CLIPBOARD. PARENTS ARE TO SIGN THEIR FULL NAME ON THE ATTENDANCE SHEET.
- If students are being dropped off or picked up from school, parents are responsible to notify the teacher and main office. A fee will be charged when the Center is not notified.
- The Center closes promptly at 5:55p.m. each day. If a child is not picked up by 6:00p.m. a late fee of \$10.00 for every 15 minutes or part thereof will be charged. The parent will be asked to record in the late fees book the time arrival, the child's name and the parent's signature. The fee will be due with regular tuition fees.
- Parents who arrive late consistently (more than four times in six months) will be requested to find childcare which better suits their individual needs.
- If a child is not picked up by 7:00p.m. and a call has not been received from the parents or the Center has been unable to contact any of the family's designated emergency numbers, the child will be taken to the Ossining Police Station.



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FOOD

- All Center menus, consisting of breakfast, lunch, and snack each full day, are approved by a nutritionist.
- With the exception of infant formula, the Center will provide each full-time child with at least two-thirds of his daily food requirement. Children attending a part-time program without lunch will receive at least one nutritious snack. Other part-time children will receive snack and lunch.
- Menus will be dated and posted on the bulletin board in the entrance hall.

HEALTH

- The Center has arranged for group accident insurance coverage for all children for accidents occurring while children are under the Center's care. All parents are required to pay the insurance fee with the first week's tuition and each September thereafter.
- Children are required to have physical examinations once a year as preschoolers and once every two years as school-agers. Children will not be admitted to the Center without an up-to-date medical examination and a health form on file.
- The children are given a routine check every day upon arrival. Any child who shows symptoms of infection will have to be returned home.

Exclusion Guidelines

- The following symptoms, but not limited to, could represent communicable disease and are reasons for excluding children:
 - Diarrhea: two or more loose stools (with increased stool water and/or decreased form) or if stools contain blood or mucous.
 - Rash: any unexplained rash must be diagnosed by a physician. A doctor's note is required stating that your child is not contagious and is able to return to daycare.
 - Conjunctivitis: child may return to the Center 24 hours after medication has begun and a doctor's note is required stating that the child is not contagious.
 - Vomiting: two or more times in previous twenty-four hours unless physician determines vomiting is not due to communicable condition and child is not in danger of dehydration.
 - Fever: 100.4°F or higher.

Any child with these symptoms should remain at home for 24 hours after the symptoms are gone. **Please note: all Exclusion Guidelines are subject change/update in accordance with our Health Consultant.**

MEDICATION

- The Center may not administer any medication or special diet without written instructions from a physician.

PERSONAL BELONGINGS

- The Ossining Children's Center cannot be held responsible for lost items. Please label all of your child's belongings with his or her name: clothing, blankets, naptime stuffed animals, etc.

I have read the above statements and will abide by the policies of the OSSINING CHILDREN'S CENTER.

Parent/Guardian

Date



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CONFERENCES

- Conferences are scheduled with teachers in February and June. Parents may request a teacher conference at any time.

TERMINATION

- The Center reserves the right to terminate a child from the Center if it is determined that our program does not meet the needs for a child.

I have read the above statements and will abide by the policies of the OSSINING CHILDREN'S CENTER.

Parent/Guardian

Date