



# The Children's Center

[www.stannescenter.com](http://www.stannescenter.com)

## Child Care Registration

201 Canandaigua Street • Palmyra, New York • 14522  
(315) 597-9694 • (315) 597-9042 fax

Students Name \_\_\_\_\_ Grade \_\_\_\_\_

Birth date \_\_\_\_\_ mo/day/year  
Last First Middle  
Sex \_\_\_\_\_ M or F

Address \_\_\_\_\_  
Street/Road Apt/Lot# Town Home Phone Number

\*\*\*\*\*

Birth Father's Name \_\_\_\_\_ Home Phone # \_\_\_\_\_

Address \_\_\_\_\_ Cell # \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_ Work phone # \_\_\_\_\_

E-mail address: \_\_\_\_\_

In cases of child not living with both natural parents please answer the following questions:

In an emergency, is it okay to contact father? \_\_\_\_\_ Is it okay for father to pick up child? \_\_\_\_\_

Birth Mother's Name \_\_\_\_\_ Home Phone # \_\_\_\_\_

Address \_\_\_\_\_ Cell # \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_ Work phone # \_\_\_\_\_

E-mail address: \_\_\_\_\_

In cases of child not living with both natural parents please answer the following questions:

In an emergency, is it okay to contact mother? \_\_\_\_\_ Is it okay for mother to pick up child? \_\_\_\_\_

Step-Father Guardian Name \_\_\_\_\_ Home Phone # \_\_\_\_\_

Address \_\_\_\_\_ Cell # \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_ Work phone # \_\_\_\_\_

E-mail address: \_\_\_\_\_

Step - Mother's Name \_\_\_\_\_ Home Phone # \_\_\_\_\_

Address \_\_\_\_\_ Cell # \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_ Work phone # \_\_\_\_\_

E-mail address: \_\_\_\_\_

Natural Parents are: Married \_\_\_\_\_, one or both Deceased \_\_\_\_\_, or

Divorced \_\_\_\_\_, Separated \_\_\_\_\_, Never Married \_\_\_\_\_ (Please provide custody papers.)

List all children living at the above address.

Name _____	Age _____	Sex _____
Name _____	Age _____	Sex _____
Name _____	Age _____	Sex _____
Name _____	Age _____	Sex _____

**IF IN AN EMERGENCY, THE PARENTS CANNOT BE REACHED, THE SCHOOL SHOULD CONTACT:  
(PLEASE PRINT CLEARLY)**

1. Name: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Okay to Pick Up \_\_\_\_\_ Relationship \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Okay to Pick Up \_\_\_\_\_ Relationship \_\_\_\_\_
3. Name: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Okay to Pick Up \_\_\_\_\_ Relationship \_\_\_\_\_
4. Name: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Okay to Pick Up \_\_\_\_\_ Relationship \_\_\_\_\_

**Note: If the individual is not listed on this form, they cannot pick up your child even with a written note.**

**Contract:**

(choose all that apply)

\_\_\_\_\_ Child Care 3 & 4  
 \_\_\_\_\_ School Year (Sept 4, 2012 - June 21, 2013)  
 \_\_\_\_\_ Drop-in only \* (see drop-in policy below)

Beginning date: \_\_\_\_\_ Renewal \_\_\_\_\_ New \_\_\_\_\_

Number of days attending each week (circle one): 1 2 3 4 5

Days attending (circle all that apply): Monday Tuesday Wednesday Thursday Friday

Circle all that apply: Before School After School

Permission: Yes No Use of child's picture in publicity  
 Yes No Use of sun screen and bug repellent

\*Drop-in care subject to availability. Parents must call at least 24 hours in advance to see if space is available.  
 Fees to be paid at time of service.

(A) \_\_\_\_\_ (Date)  
 (Signature of parent or guardian)

\_\_\_\_\_ (Date)  
 (Office signature)

**Financial Commitment Policies**

**Registration Fee:** A \$35.00 non-refundable registration fee is charged per family per year, which must be paid with contract to hold space.

**Payment:** Cash \_\_\_\_\_ Check # \_\_\_\_\_ Staff Initials \_\_\_\_\_

**Weekly Fee Policies:** (1) To be paid **in full, in advance** at the beginning of each week.  
(2) In the event that your account is in arrears more than two weeks, The Children's Center reserves the right to implement "Outstanding Accounts" policy as stated in the Parent Handbook.

**Weekly Fee:** \$ \_\_\_\_\_ per week

These fees are in effect September 4, 2012, through June 21, 2013

**Late Fees:** For late pick up, will be assessed beginning at 6:00 p.m. The fee is \$1.00 for every minute past 6:00 p.m. If we cannot contact you or anyone listed on your emergency numbers by 7:00 p.m., we will notify Child Protection Services, in accordance with the Office of Children and Family Services.

**Program Withdraw:** If the need arises to withdraw a child from the program, it is necessary to give the office staff a two (2) week written notice.

**Financial Commitment:**

*I agree to abide by the financial commitment stated above.*

(B) \_\_\_\_\_ (Date)  
(Signature of parent or guardian)

\_\_\_\_\_ (Date)  
(Office signature)

\* \* \* \* \*

**General Policy Agreement:**

*I have received The Children's Center Parent Handbook and agree to abide by the All-Center and Child Care Policies stated within.*

(C) \_\_\_\_\_ (Date)  
(Signature of parent or guardian)

\_\_\_\_\_ (Date)  
(Office signature)

# THE CHILDREN'S CENTER COMMITMENT CONTRACT

## Mission Statement

The Children's Center is a community service organization devoted to the care and growth of children and families. Sponsored by the community of St. Katherine Drexil Parish, we provide an environment for both children and their family that emphasizes love and nurturing care. Programs are offered that address the needs of each individual we serve. We are committed to supporting families through services, resources, and referrals.

The Children's Center is dedicated to providing programs that address the mental, emotional, physical and educational needs of persons entrusted to our care. Programs will foster independent thinking skills, build social and life skills, enhance creativity and enrich educational development; while providing a warm, nurturing, loving and caring environment.

## Commitment

In order to successfully achieve the mission and fulfill the vision of the Center, we believe that family involvement is an essential part of our programs. Family responsibilities include:

- Participating in educational programs sponsored by the Center that address the needs of one's family unit.
- Working cooperatively with the Director/Administrator regarding your child's/family's needs and responding to professional referrals and/or resources that may be suggested.
- Maintaining open communication while working together to provide what is needed to enrich each child's social and personal development.
- Participating in fund raising events that support The Children's Center.
- Following payment schedule as agreed upon in the program contract.

*I understand the responsibilities involved with my child/ren's enrollment at The Children's Center and agree to fulfill these responsibilities.*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date