



# The Children's Center

Nursery School/Pre-K /UPK Registration

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

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

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

Last

First

Middle

Birth date \_\_\_\_\_ Sex \_\_\_\_\_

mo/day/year

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 student's address.

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

**IF IN AN EMERGENCY, THE PARENTS CANNOT BE REACHED, THE CENTER 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: (PLEASE CIRCLE PROGRAM CHOICE)**

**Nursery School**

(3 year olds)  
Tuesday, Thursday  
\$855.00 a year

**Pre-K**

(4 year olds)  
M,W,F  
\$1,120.00 a year

**UPK**

(4 year olds)  
Monday - Friday  
\$1,860.00 a year  
\* no transportation provided

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

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

\_\_\_\_\_  
(Date)

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

\_\_\_\_\_  
(Date)

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

Registration Fee Payment: Cash \_\_\_\_\_ Check # \_\_\_\_\_ Staff Initials \_\_\_\_\_

Tuition:

NS - 2 days per week: \$ 855.00 per year, \$ 85.50 a month
Pre-K - 3 days a week: \$1,120.00 per year, \$112.00 a month
UPK - 5 days a week: \$1,860.00 per year, \$186.00 a month

Payment Options: Annually: Due Sept. 1 (5% discount for year)
Monthly: First installment due Sept. 1, remaining 9 payments due the first of each month, the last being June 1st.

Other Discounts: A 5% discount will be given for the youngest child when two (or more) are enrolled in Nursery School/Pre-K/UPK during the same year.

Outstanding Accounts: The Children's Center reserves the right to implement "Outstanding Accounts" policy as stated in the Parent Handbook.

LATE FEES: For late pick-up: \$1 for every minute late for pick-up, assessed from dismissal time.

(Please note that failure to make payments may result in suspension of services. Overdue accounts may be given to a collection agency and subject to additional fees.)

Financial Commitment:

I agree to abide by the financial commitment stated above.

(B) Signature and Date lines for parent/guardian and office signature.

\* \* \* \* \*

General Policy Agreement:

I have received The Children's Center Parent Handbook and agree to abide by the All-Center and Nursery School/Pre-K/UPK Policies stated within.

(C) Signature and Date lines for parent/guardian and office signature.

(Please turn page over)

# 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