



Simfran Academy

Office Use Only

New Registrant
 Re-registration

Pre-Enrollment Application

Student's Name (last) _____ (first) _____ (middle) _____

Date of Birth ____/____/____ Age (years/months) _____ SS# _____ Male Female

Home Address: _____ City _____ State _____ Zip Code _____

Mother's information:

Name: _____

Social Security : _____

Home Address: _____

Mobile Tel. # _____

Employer: _____

Job Title: _____

Father's information:

Name: _____

Social Security : _____

Home Address: _____

Mobile Tel. # _____

Employer: _____

Job Title: _____

Please Do Not Write Below This Line

Form Submitted On _____ Incomplete Yes No Resubmitted On _____

Enrollment Type: Full Time Part Time Summer Camp After-School Other (Specify) _____

Grade Applying To: Nursery (ages 2-3) Pre-Kindergarten (age 4) Kindergarten (age 5) SACC After-school

Medical Received: Yes No Expected Receipt Date _____ Birth Certificate Received Yes No

Payment Plan Chosen (Check One): Weekly Monthly Half - Yearly Yearly

Sibling Plan at rate of \$ _____ Sibling's Name & Grade _____

Registration Fee: \$ _____ Activity Fee: \$ _____ Insurance Fee: \$ _____ Security Deposit: \$ _____

Tuition Total \$ _____ Total Paid \$ _____ Balance Due \$ _____ Receipt # _____ Check # _____

Credit Card Transaction: Payment Method Cash Voucher Check Credit/Debit Card

Name on card: _____ Security Code # _____ Drivers Lic# _____ Transaction Date: _____

Billing Address: _____ City _____ State _____ Zip Code _____

Student's Information:

Student's Name: _____ DOB: _____ Teacher Assigned _____ Start Date _____

Photography Allowed: Yes No

Medical Alerts (Asthmatic allergies, etc.) _____

TELL ME ABOUT YOUR CHILD

My child's name is _____ and he/she likes to be called _____.

My child is _____ years _____ months. His/her favorite television show is called _____.

Parents,
This questionnaire is solely intended to help introduce your child to his/her new teacher. Each section refers to an area of child development. **Check the boxes** next to all of the statements that are true for your child. Use the lines at the bottom of the page for any comments or special insights you would like to share.

Answer All Questions

1. What do you see as your child's greatest strengths and skills?

2. Do you have any concerns regarding your child's development?

Circle the correct answer

3. Has your child ever been evaluated for special education services? yes no

4. Does your child currently, or in the past, have an Individual Education Program (IEP)? yes no

5. Is there anything else you can tell me about your child that you think would help me support his/her learning?

6. Is there a question you hope I'll ask you about your child?

Allergies

Does your child have any allergies?

Please complete:

Child's Name _____ DOB _____ Allergies Y/N _____

Child's Name _____ DOB _____ Allergies Y/N _____

Allergies (Be Specific):

Signature: _____ Date: _____



Schedule upon enrollment

What days will your child(ren) be scheduled to attend school? (choose) *Mon __ Tues __ Wed __ Thurs __ Fri __

What are the scheduled hours that your child (ren) will attend school?

*Arrival Time: _____ Depart Time : _____

POLICIES & PROCEDURES

The policies of I Love Early Childhood Center Inc. d/b/a Simfran Academy (hereinafter referred to as we, our, school)

ANNUAL REQUIREMENTS

Parents/Guardians are required to register your child(ren) annually. If you fail to register your child in a timely manner you will place your child at risk for termination of enrollment. Upon registration you are required to pay the registration fee of \$50.00 (non-refundable).

TUITION

Tuition is the annual fee/rate charged for the child care and educational services provided. We offer various Tuition Installment Payment Plans; such as, annually (1 lump-sum), Monthly (every 4 weeks), Bi-weekly (every 2 weeks), Weekly or hourly. The Tuition Installment Payments are determined by dividing the total tuition cost by 52 weeks or 12 months. At the end of the year, upon request, all accounts in good standing (zero balance / social security number provided for tax filing parent) are entitled to the summary of tuition payment letter, with the FEIN number stated. If the filing parent's social security number is not provided, the letter will NOT include the Simfran Academy's FEIN.

• Summer Camp

Summer Camp tuition costs are based on the total Session(s) fee; payments are determined by dividing the total tuition cost by the total weeks that you have selected. Tuition includes the cost for insurance, breakfast, snack, program equipment and activities.

Upon registration you have agreed to pay the annual tuition rate specified for your child(ren). **It is our policy that all Fees paid (i.e. Tuition, Sec. deposit, Activity, Registration fees, etc), are nonrefundable and nonnegotiable. We reserves the right to increase its tuition rates with a thirty days minimum, notice to parents.**

➔ Calculation: i.e. Annual Tuition/52 weeks = your weekly payment

➔ You are required to pay the Full-Tuition regardless of the number of days your child attends school.

Upon the registration of your child(ren) you agree to pay the total annual tuition rate in either weekly, biweekly (every 2 weeks) or monthly (every 4 weeks) installment payments. Considering that fact, if your child is absent due to inclement weather, illness, holidays, vacation, staff training, etc. you are still required to pay your regular scheduled installment payments due to the fact that this is an annual contract. Additionally, your child's seat is being held, awaiting his/her return. **Failure to comply with our policy and procedures is a breach of contract.**

*****All tuition payments are due before services are rendered.*****

Tuition installment Plans *Weekly * Bi-Weekly * Monthly (every 4 Weeks)

➔ Weekly/Bi-weekly policy

If you have opted for the weekly or the Bi-weekly tuition plan, your tuition payments are due on or before the Monday of that service week(s). If for any reason your child will be absent on that Monday, please make your payment in advance or make arrangements for your payment to be dropped off that Monday. Payments not received on the day specified are considered late and are subject to penalties. There are No Exceptions to this policy.

➔ Monthly Policy

If you have opted for the monthly (every 4 weeks) tuition plan, your tuition payments are due on or before the first Monday of the first week in the 4 weeks cycle. If for any reason your child will be absent on that Monday, please make your payment in advance or make arrangements for your payment to be dropped off that Monday. Payments not received on the day specified are considered late and are subject to penalties. There are No Exceptions to this policy.

• Registration Fee

At the time of registration a \$50.00 registration fee is due.

• Security Deposit

At the time of registration a Security Deposit fee is due. The security payment covers the last week of service provided for your child. The amount required for your security payment is equivalent to your weekly or monthly tuition rate.

• Activity Fee

The activity fee required for all students is \$60.00 (non-refundable). This fee will cover the cost for special classroom activities, field trips as well as the transportation on an insured carrier.

• Book Fee

Fees charged to cover the cost of your child's educational text books and workbooks.

• Voucher/Child Care Subsidy

Voucher/Child Care Subsidy is a form of financial assistance provided to families. In order for a family to receive subsidized child care services, the family must meet specific financial and/or social eligibility criteria that are determined by federal, state, and local regulations.

Upon issuance of a Voucher/Child Care Subsidy the local DSS agency has determined that there is a need for child care service. However, if it is later learned that your Voucher/Child Care Subsidy is not being fully utilized, (i.e. due to consistent absences) your continued need for the voucher/child care subsidy will be re-evaluated and possibly terminated. Your child's lack of attendance at his/her school will place them at risk for the termination of their voucher/child care subsidy. Excessive absences are not fair to students who are willing to come to school but are placed on the waiting list. Our policy permits a maximum of 12 absences in six months. If your child's absences exceeds the allowed amount, he/she is subject to dismissal.

• Late Tuition Payment Penalty

Tuition payments not received in accordance with the Tuition Installment Plan Policy (Weekly/Bi-weekly/Monthly) that you have selected will be charged a late penalty of \$20.00 by the close of that day. Thereafter, your account will be assessed a fee of \$1.00 daily and your child will be placed on Financial Suspension; until payment is paid in full.

• Returned Check Penalty

If a check is returned by your financial institution for any reason, a \$36.00 charge will be assessed to your total past due amount. It is mandatory that you submit payment in-full (including penalty) within 48 hours from the time you were notified of a returned check in order to avoid any additional penalties. If you fail to submit your payment within 48 hours your account will be considered delinquent; subsequently, your child will be placed on Financial Suspension and all appropriate late penalties will apply. (See **Late Tuition Payment Penalty**)

• Late Pick-up Policy

The standard hours of operation are from 7:00am to 6:00pm (unless specified otherwise upon registration) and your child's teachers would like to leave when the school closes. Dismissal begins at 5:00pm. In the event that you arrive to pick your child up late there will be a late fee charged for children not picked up by the dismissal time specified upon registration. This fee is to be paid directly to the staff member that is supervising your child. The charge will be \$10.00 for the first 5 minutes, \$1 per minute, thereafter.

The accumulation of 3 late pick-ups within a six (6) month period (i.e. Sept–Feb.) will automatically increase the late fee to \$20.00 for the first 5 minutes, \$1.00 per minute thereafter. By 6:00 p.m. if your child has not been picked up, we will attempt to reach the persons listed on the Emergency Contact List. If our attempts are unsuccessful the appropriate authorities will be contacted. Payment of the late fees are due immediately and should be paid when your child is picked up.

***Consistent lateness or lack of late fee payment will result in your child being placed on temporary suspension or dismissed from the school/program.**

• Sibling Discount

Parents who register 2 or more siblings qualifies for the sibling discount. If there are two or more siblings registered all discounts will be applied to the lower tuition rate.

• Monthly Discount

Tuition payments received on a monthly basis qualifies for the monthly discount. If you opted for the Monthly Tuition Installment Plan your Security Deposit is equivalent to your monthly tuition fee.

• Re-registration

It is the parent's/guardian's responsibility to begin the process of re-registering their child no later than forty-five (45) days prior to its required renewal deadline. If the proper paperwork for renewal is not received by us in a timely manner, your child may be at risk of losing his/sear in a their classroom. Re-enrollment is determined based on each student's disciplinary record, attendance and financial history.

- **Advance Registration**

Each attending student can re-register in advance to ensure their seat for the upcoming school year. Advance registration begins in May. If you register your child in advance for the following school year, it is required that your child remain enrolled throughout the summer. If you choose to withdraw your child for the summer, you will forfeit your pre-registered space and deposit; and that space will be made available for another child.

ATTENDANCE POLICY

It is the parent's/guardian's responsibility to both, monitor their child's absences and notify the school when their child will be absent. Additionally, It is the parents responsibility to submit documentation supporting their child's absences. Our teachers attempt to start educational activities at 9:00 a.m each day and may delay their activities in anticipation of a late child. In consideration for both the teachers and the students, please notify us of all absences in advance. This will also enable the staff to keep track of any illnesses that may occur and take proactive measures.

- **Preschool/Provider Responsibility**

It is the responsibility of your child care provider/program director to forward your child's attendance record to the appropriate DSS agency (ACS/HRA, etc.) on a monthly basis. This information is then used to monitor your child's continued need for child care service. Consistent absences will result in your case being reevaluated to determine if you are the best candidate for financial assistance/child care subsidy.

- **Vacation Discount/Consecutive Absences**

We understand that throughout the year unexpected things occur that may require your child to be absent for 5 to 10 days (vacation/consecutive days). If you would like to receive a discount off of your tuition installment payment you are required to provide us with a (2) two weeks advance notice of nonattendance. In doing so, you will qualify to receive a 20% Vacation Discount off your tuition for each full week (Mon-Fri) that your child is out. The vacation discount will only apply when payment is received for the discounted week(s) **prior to the absences or vacation**; and CANNOT be combined with any other discounts. (I.e. monthly and sibling discounts.)

Your account must be in good standing to qualify for ALL discounts.

If the school's staff or administrators are not previously informed of your child's absences/nonattendance the discount will not apply and you will be required to pay the tuition in full. However, absences greater than 3 weeks can place your child in jeopardy of being placed on our waiting list. Due to our extensive waiting list we find that it is unfair for the parents, child(ren) on the waiting list; as well as the staff, to not meet the full capacity of the classrooms at all time. Exceptions will be made at the program directors's discretion.

- **Subsidized Childcare Attendance Policy**

Parents that receive vouchers will jeopardize their child's enrollment if their child(ren) is consistently absent from school. Excessive absences are not fair to students who are willing to come to school but are placed on the waiting list. Our policy permits a maximum of 12 absences in six months. If your child's absences exceeds the allowed amount, he/she is subject to dismissal. We reserve the right to fully implement our regulations.

- **Withdrawal**

In the event that you would like to withdraw your child from our school, for any reason, a (2) two weeks written notice is required and not negotiable. During these two weeks the full tuition is required regardless of whether your child is in attendance or not. Failure to comply with school policies will result in additional penalties (such as late fees, attorney fees, etc.) We reserves the right to cancel, suspend, deny or sever a child's enrollment at any time the School deems necessary, in the interest of the child(ren) or the School. In the event a child is removed from the School for any reason; any credit left on your child's account shall be forfeited.

SCHOOL CLOSINGS

- **Holiday/School Closings**

Upon the registration of your child(ren) you agree to pay the annual tuition rate specified. Considering that fact, if your child is absent due to inclement weather, illness, holidays, vacation, staff training, etc. you are still required to pay your regular scheduled tuition payments as your child's seat is being held, awaiting his/her return. It is our policy that your annual tuition will not decrease due to nonattendance. (see discounts)

- **Professional Development School Closing**

Our school will be closed for (3-5) mandatory days, for Staff Training each school year. The specific date will be announced at least two week in advance.

- **Emergency School Closing**

We reserves the right to close the school when it is deemed necessary. In the case of extremely dangerous road conditions, or state of emergency, it will be necessary for the school to close or delay the opening time. A decision to close will be based on the best interest of the students, parents and staff. In such cases parents are still liable for the full tuition.

In the event that the school will be closed due to inclement weather or an emergency, there will be a message will be left on the School's voicemail. In addition, we will also attempt to contact each parent via telephone, text or email.

However, if the inclement weather and/or natural/manmade disaster becomes known **after** the school is open and a decision is made to close early, parents will be notified by phone no less than 2 hours before early closing time.

Parents picking up their child after the announced early closing time will be charged a Late Pick-Up Fee. **NOTE:** If circumstances does not allow us to contact our parents, please look at your local news channel and if NYC Public Schools **located in Brooklyn are CLOSED, our school will be closed as well.**

PARENTS/GUARDIANS CONTACT INFORMATION

Your contact information provided will be used solely for communication/marketing purposes.

Our means of communicating includes (not limited to) the use of telephone calls, texting, email/mailling address and the social media networks. By providing us with your contact information you are providing us with consent to contact you.

MEDICAL POLICIES / PHYSICAL EXAMINATION

All children enrolled are required by NYC Department of Health and Mental Hygiene (DOHMH) to have a current and completed physical examination, annually. It is the responsibility of all parents to keep track of their child's vaccination schedule. Any child without an updated medical by the specified due date will be temporarily suspended, as of that date. You can delay the suspension by producing documentation of a doctor's appointment. Failure to do so will result in your child being temporarily suspended until a completed medical form is received. If the physical examination is not updated, your child's enrollment will be either suspended or terminated after the specified due date.

All NYC DOH vaccinations are mandatory, unless exemption approval is given from NYC Department of Health and Mental Hygiene (DOHMH). Failure to comply with the mandatory vaccination can result in your child being discharged from school. If your child is discharged due to failure to comply with the school's policies, you will not be entitled to a tuition refund of any kind (including, but not limited to) security deposit.

If an exemption request is submitted, the school will forward your request to DOHMH for review. We are not in control of the exemption review process., As your exemption request is being reviewed, we will hold your child's seat/space for up to 2 weeks. Thereafter, you will be required to re-enroll your child. However, your child's seat is not guaranteed upon re-enrollment.

DRESS CODE POLICY

- **School Uniform**

Our dress code policy requires that all students wear their school uniform from Monday-Thursday, throughout the school year. Research has shown that not only are school uniforms comfortable and affordable but, that they instill in students a feeling of school spirit, school pride and social acceptance. Fridays are considered Dress- Down days; therefore each student can wear an outfit of his/her choice. Note: No Nail-polish, hair-beads, lip stick, etc. are allowed.

SAFETY

For safety reasons, hair-beads, pop-corn, seed-like/round candies,, open-toe, flip-flops, and open-back shoes are not allowed in school. Foot wear with velcro straps are the shoes of preference. Additionally, children are required to wear socks/tights or stockings at all times. For safety reasons, during inclement weather, please provide your child with an extra pair of shoes to avoid any slip and fall accidents on the premise.

SUSPENSION/EXPULSION POLICY

• Student

If a student who continuously exhibits disruptive behavior, and /or inflict bodily harm on other student, the parent will be notified and called to discuss the matter. A record of the meeting will be kept. If such behavior becomes repetitious, that child will be dismissed from our program. Please Note: We will make every effort work with a student’s parents and teacher to help resolve the problem before resorting to mandatory dismissal.

• Education Neglect

It’s imperative that each student **not** be hindered from reaching his/her true potential. Therefore, if it’s determined that a student requires developmental services (i.e. physical therapy, speech therapy, behavior management, etc.) that are not being offered at our school, their parents or guardians will be informed. If the parents or guardians fails to take the appropriate actions and subsequently we are unable to meet the unique needs of that student, that child will be placed on suspension until such services are obtained.

• Medical Suspension

All NYC DOH vaccinations are mandatory, unless exemption approval is given from NYC Department of Health and Mental Hygiene (DOHMH). Failure to comply with the mandatory vaccination can result in your child being discharged from school. If your child is discharged due to failure to comply with the school’s policies, you will not be entitled to a tuition refund of any kind (including, but not limited to) security deposit.

• Family Member and or Acquaintances

The inappropriate behavior of any individual, of any relations to a student, will result in automatic expulsion of that student. Such as, but not limited to, any form of threat (physical or verbal), misconduct and the infliction of bodily harm to staff members.

We reserve the unquestionable right to terminate or expel a student if it is determined that we are unable to meet his/her developmental needs.

TERMS: If you wish to change your child’s enrollment status, please do so in writing, at least 2 weeks in advance.

- **Tuition:** Fees charged for services provided (such as, but not limited to, child development services, educational instruction, childcare services, day camp, etc.)
- **Full-Time Student:** Any student/child that is provided services for 25 or more hours per week.
- **Part-Time Student:** Any student/child that is provided **consistent** weekly services for a minimum of 10 hours per week and a maximum of 24 hours per week.
- **Hourly Plan:** Tuition rate charged on a hourly basis.
- **Drop-In Student/Service:** Any student/child that is provided with inconsistent/random weekly/monthly services. Drop-In student’s enrollment is determined on a week-to-week basis; and can be terminated

By signing my signature below, I acknowledge that I have read, understand, accept and agree to the terms specified in Simfran Academys’ Policies and Procedures .

1. Student’s Name _____ Date Of Birth _____

2. Student’s Name _____ Date Of Birth _____

Parent’s Name (print): _____ (signature) _____ Date _____

