

Vacation Care Enrollment Application

Date: _____

Child Information

Name (include last name if different)	Date of Birth	Gender	Grade	Current Teacher
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Parent Information

Parent Name	Where can you be reached during Vacation Care? List all phone numbers:
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Weeks Needed

<input type="checkbox"/> Feb 21-24 (4 days)	<input type="checkbox"/> April 9-13 (5 days)
<input type="checkbox"/> June 25-29 (5 days)	<input type="checkbox"/> July 2,3,5,6 (4 days)
<input type="checkbox"/> August 20-24 (5 days)	

Hours and Number of Days

Full Day 9am to 4pm	5 Days	<input type="checkbox"/>
Full Day	4 Days	<input type="checkbox"/>
Full Day	3 Days	<input type="checkbox"/>
Full Day	2 Days	<input type="checkbox"/>
Mini Day 10am to 3pm	5 Days	<input type="checkbox"/>
Mini Day	4 Days	<input type="checkbox"/>
Mini Day	3 Days	<input type="checkbox"/>
Mini Day	2 Days	<input type="checkbox"/>
Half Day 9am to 12pm	5 Days	<input type="checkbox"/>
Half Day	4 Days	<input type="checkbox"/>
Half Day	3 Days	<input type="checkbox"/>
Half Day	2 Days	<input type="checkbox"/>

Morning Drop Off Time (7-9am)

Monday	Tuesday	Wednesday	Thursday	Friday

Afternoon Pick Up Time (4-6pm)

Monday	Tuesday	Wednesday	Thursday	Friday

I agree to the conditions of this Enrollment Application and New Discovery Vacation Care Policies.

Parent or Guardian Signature:	Date:
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If your child is **not currently enrolled** or you have **Changes in Information**, fill in the reverse side>>>>>>>>

New Discovery
180 Lawrence Road
Kings Park, NY 11754

Phone: 631 544-0830
Fax: 631 544-6252
Web: newdiscoverykids.com

NEW DISCOVERY VACATION CARE POLICIES

The following explains our policies and provides information that may be helpful throughout the vacation care schedule. Please keep it in a convenient place for future reference. New Discovery reserves the right to change existing policies or introduce new policies at any time. We are not responsible for typographical errors. New Discovery cannot make any written or verbal agreements to a student's placement with a requested teacher or other students. New Discovery reserves the right to revise or refuse the above request based on availability or failure of parent/sponsor to comply with New Discovery policies.

If your child is currently not enrolled in the program, you should read the full Parent Handbook available on the New Discovery website, newdiscoverykids.com. If you do not have access to the internet, a copy is available in the office.

1. Tuition is due in full to reserve the space. There will be a 10% reduction in tuition when a child is enrolled for all 5 weeks and paid in full. Second child receives a 10% discount.
2. Tuition will be returned if notification is made to cancel at least 4 weeks prior to date of care, and will be subject to a \$25 processing fee/per week. After that time, fees are non-refundable. There will be no refunds or credits for child's absence.
3. If a child is signed up for 5 weeks and cancels one or more weeks, the notification must be made 4 weeks prior to the week(s) that is being cancelled. The amount of the 10% discount received by the family will be deducted from the amount of refund given.
4. Promotions will not be honored if a child is withdrawn from the hours and days originally required for promotion eligibility and the amount of the promotion will be charged to the family's account.
5. Parents must check newdiscoverykids.com or NEWS12.com for emergency closing during a snow storm. Announcements are also made on WALK Radio, 97.5 FM. Credit will be applied for emergency closing when closing is announced by New Discovery.
6. Parents provide lunch and snack for more than 3 hours a day or 2 snacks for more than 5 hours per day.
7. Breakfast snack may be sent for children who arrive before 9am.
8. Drop-In Care may be available before and after the normal class hours, during lunchtime (12-1) and on days that a child does not normally attend. Availability must be checked in the office first. Drop-In care for is charged at \$10/hr. Any portion of an hour will be charged as a full hour. Drop-In Care will not be allowed when a family's prior or current tuition is past due.
9. LATE PICK-UP: There will be a \$10 Late Pick-Up Fee each time a child is dropped off earlier or picked up later than his/her scheduled time. There will be a fee of \$1 per minute for pick-up after New Discovery closing time (in addition to the \$10 late pick up fee).
10. No child may be accepted in our program unless New Discovery has been provided with a recent (within one year) Medical Report. The form must be signed by a health care provider stating that the child is able to participate in our program, currently appears to be free from contagious or communicable diseases and is receiving health care, including appropriate health examinations, in accordance with American Academy of Pediatrics' schedule of such care and examinations. An Immunization Record must be presented at the time of registration for all preschool children who are not currently enrolled in New Discovery.
11. An immunization record is NOT required for children attending public school, or who attended public school before starting summer camp. All others must read and comply with the above paragraph.

DROP OFF AND PICK UP OF CHILDREN

Parents must park and then escort children into the building. Parking is permitted on the street in front of the building and in the front parking lot. Parking is not permitted in handicapped reserved spaces or the Fire Zone in the front driveway. Parking in the rear of the building is for building staff only. All children must be signed "in" and "out" of their classrooms. New Discovery staff may intervene and not permit a child to go home with a parent who is in an impaired condition. No one under 18 is permitted to pick up a child. There is no curbside drop off or pick up permitted. An adult must escort children to and from the building.

New Discovery must be called if someone other than those designated on the permission slip will be picking up your child. In order to pick up a child, a person must be at least 18 years of age and prepared to show identification if he/she has not picked up your child before. Parents must complete the pink form available from the office for the following changes: change in authorization to pick up child and/or emergency contact; change of address; change of child's living arrangements; change of parents' marital status; and/or extended separations due to family illness or death of a family member.

For issues regarding custody of a child, New Discovery must be provided with court-issued custody papers clearly describing custodial arrangements. Any person granted custody in such papers may pick up the child during the times that person has custody and may designate other persons who are authorized to pick up the child at such times. New Discovery may not legally refuse the right to pick up a child to a person having custody of the child.

BATHROOMS

Children's bathrooms in the classroom are for the children's use only. Adults must use the adult bathrooms in the hall.

PARENT /TEACHER COMMUNICATION

General questions or concerns about your child are handled directly with the teacher. Parents can call the school at 544-0830 and leave a message for a child's teacher, rather than discuss concerns about the child at arrival or dismissal time. Depending on the teacher's schedule, she will return calls at her earliest convenience.

SICK CHILDREN

We may send a student home under the following conditions: fever over 101 degrees, vomiting or diarrhea, or any unusual rash. Parents should designate someone who can pick up the student for an illness or emergency. If the student has a rash, he/she cannot return to school without a written note from a health care provider. Parents are asked to use discretion about sending a child to vacation care if he/she is not well enough for a normal day's activities.

ACCIDENTS

We take every precaution to make sure your child is safe in our facility. Our premises are carefully maintained and frequently inspected. Children are never left unsupervised. Unfortunately, even in the safest environment, accidents can occur. If you incur medical expenses for your child due to an incident while he is under our supervision, we recommend you call your health insurance company for reimbursement. We also carry a Student Accident Policy for your child for any out of pocket medical, dental or accident expenses that your insurance company does not cover.

INJURIES

If your child sustains an injury outside of school (broken bone, head injury, a wound requiring stitches), a doctor's note must be submitted stating that the child can return to our program and to what extent he/she may participate in activities. If your child is injured while at school we will attend to the child, call for an ambulance if immediate medical care is needed, attempt to contact the parent or legal guardian and/or attempt to call the emergency contact if the parent or guardian is not available. In the event of a considerable head injury on our premises (one that does not require emergency treatment but is more than a slight bump with another child) parents will be called. Parents will be given the option to get medical treatment for their child.

FOOD ALLERGIES & SPECIAL MEDICAL CONDITIONS

New Discovery is not a peanut-free school. For children with a health provider prescribed and authorized epi-pen, benadryl, or asthma inhaler, the education director must be contacted and paper work completed. Children may not administer asthma inhalers without direct supervision and the appropriate paper work

NO SOLICITING POLICY

Parents are not permitted to distribute or post any literature to sell products at New Discovery. We have a parent bulletin section for the sole purpose of displaying community non-profit events for children and/or child health and safety issues ONLY.

CLOTHING

1. Clothing and footwear should be safe and appropriate for participation in all activities.
2. All underwear should be completely covered with outer clothing.
3. New Discovery will not be responsible for jewelry worn to our program.

CLASSROOM RULES

The following are not permitted at New Discovery, and we will not be responsible for personal items of students.

Toys - includes trading cards or other tradable items (no trading of personal property is permitted)

Frisbees, paper airplanes and ball playing are not permitted in the classrooms

Game Boys	IPODS, Cell phones	Skateboards	Water pistols
DS's, MP3 players	Other electronic devices	Skates	Heelies

DISCIPLINE POLICY

Disciplinary actions include: removal from class, suspension, call to parent to pick up the child, loss of privileges, and/ or disenrollment from the program.

WITHDRAWALS

We expect to develop a long-standing relationship with your family. However, in some cases, we may ask you to withdraw your son/daughter. A student may be asked to leave the program in the following circumstances:

1. The student threatens the safety of or becomes abusive towards other students or staff.
2. The student exhibits aggressive behavior.
3. The student destroys property of New Discovery, other students, or the staff
4. The student is repeatedly disruptive to the program
5. The student interferes with the teacher's authority.

A parent who acts inappropriately may not be permitted to enter the building under the following circumstances: foul or abusive language; disruption of classes; lack of cooperation with the staff or director; threats to or harassment of staff, other parents, or children; and/ or inappropriate interaction with his/her own children or other children.