

EARLY LEARNING CENTER

ENROLLMENT FORM – 2022/2023

Family Name: _____ Child's Name: _____ Gender: _____ Date of Birth: _____

Home Address: _____ Town: _____ Zip: _____

Start Date: _____ Membership Expiration Date: _____

	Parent/Guardian 1	Parent/Guardian 2
Name		
Home Address		
Occupation		
Cell Phone #		
Bus. Phone		
Email		

Emergency Contact & Pick Up		
Name	Relationship	Daytime Phone #
1.		
2.		
3.		

Summer: July 1, 2022-August 31, 2022

_____ July Only My hours for July to August will be:
_____ August Only Arrival Time Pick-Up Time
_____ July & August

___ Monday	_____	_____
___ Tuesday	_____	_____
___ Wednesday	_____	_____
___ Thursday	_____	_____
___ Friday	_____	_____

School Year: September 1, 2022 - June 23, 2022 (The Center will be closed September 1st and 2nd for Staff Development)

My hours for September to June will be:

___ Monday	_____	_____
___ Tuesday	_____	_____
___ Wednesday	_____	_____
___ Thursday	_____	_____
___ Friday	_____	_____

Parent/Guardian's Name

Parent/Guardian's Signature

Date

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74 Hauppauge Rd, Commack, NY | 631.462.9800 | syjcc.org



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TERMS & CONDITIONS

Registration Fee: A one-time fee of \$175 per family is due upon registration.

Deposit: A non-refundable deposit of \$300 per child is required at time of registration. The \$300 is applied to your last month of tuition.

Early Childhood Policies:

1. Tuition is due on the first of the month preceding the month of service. If paid after the 10th of the month a \$25 late fee will be assessed. Accounts in arrears will automatically be charged after 30 days.
2. A sibling discount of 10% off the 2nd child and 15% off the 3rd child will be deducted from your monthly payment. (The discount is off the least expensive child in the child care program)
3. Extra days may be paid for at time of request and will be granted only if space is available and approved by the Director or her designee.
4. Switching of days, if space is available, is allowed with approval from the Director or her designee. (Not available during holiday weeks)
5. All changes must be submitted in writing.
6. Late pickup fees will be assessed at \$5 per 20-minute increments, \$10 per 15-minute increments after 6:00pm closing.
7. We require a signed authorization card giving SYJCC permission to automatically charge any assessed fees on a monthly basis.
8. I give permission for my child to participate in all center activities and programs that are planned and supervised by the SYJCC Early Childhood Staff.
9. I understand that in addition to being in his or her room, my child will be moving throughout the hallways of the SYJCC and will be in rooms throughout the building under SYJCC ELC staff supervision.
10. I give permission to SYJCC to reproduce and publish any photograph, video or likeness of my child for advertising, social media, publications or any lawful purpose.
11. SYJCC assumes no responsibility for personal property.
12. In the event that a parent, emergency contact or family physician cannot be contacted in an emergency, SYJCC staff have my permission to bring my child to a hospital emergency room.
13. SYJCC has permission to provide the Early Childhood Parent Teacher Organization (PTA) with parent contact information including an email address.
14. A Medical form, completed by your child's physician, must be on file prior to your child starting at the Early Learning Center.
15. No refunds, make-up days or reduction in tuition for holidays, sick days, family vacations, or inclement weather of SYJCC closings. No refunds will be granted for short term school closures for occurrences including but not limited to a pandemic, government imposed shutdown, communicable diseases, safety, an act of God, weather related emergencies, and unknown circumstances beyond our control or for any other reason (resting within the sole discretion of the Suffolk YJCC administration) deemed related to the health, safety and/or wellbeing of our members (inclusive of family and children).

I have read the terms and conditions listed above and agree to accept it.

Parent/Guardian's Signature

Date



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