



## APPLICATION FOR ADMISSION

### Child Information

Child's name:  Sex:

Child's date of birth:

Chronological age as of September:

Full time  Part time Projected date of enrollment:  /  /

Toilet trained:  Yes  No Able to dress independently:  Yes  No

Does your child suffer from allergies or medical conditions?  Yes  No

If yes, please specify

Special services if yes, please specify.

Speech/ Language Therapy  Occupational Therapy  Physical Therapy  
 Special Instruction (SEIT)

Has your child previously attended a childcare program?  Yes  No

If yes which one?

### Parent Information

Name:

Home Address:

Phone:  Cell:  Email:

In case of emergency please contact:

Name:  Phone:  Cell:

Full name of adult who is allowed to pick up child if parent cannot

Name:

*\* The authorized individual will be asked and must show a photo ID at time of pick up.*

\_\_\_\_\_  
Parent / Guardian Signature and Date



718-210-3233  
littlescholarsnyc.com  
littlescholarsnyc@gmail.com

## PROGRAM AGREEMENT FORM

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_ agree to pay \$ \_\_\_\_\_ (monthly/weekly/bi-weekly) for my child's attendance (F/T, P/T, Half-Day) to Little Scholars Learning Center facility. **I understand that any deposits given to secure my child(ren)'s seat is non-refundable.**

There is a \$ \_\_\_\_\_ one time yearly fee for Scholars supplies, these include but not limited to; daily learning paper materials, Holiday shows supplies and decorations, special holiday supplies, etc. These fees do not include a fee for a trip of and extra guest that may be invited to do a presentation and/or lesson with the Scholars. Those fees will be collected at the time of the event and/or trip.

We will also collect a \$ \_\_\_\_\_ fee for processing and enrolling your child prior to first day of attendance. This fee is none refundable.

Monthly payments are due on the 1st of every month. If you have not paid by the 5th of each month there will be a recurring \$5- daily late fee.

I must notify the center prior to my child's absence if it is a vacation week. If the child is sick for a consecutive week I must bring a letter from the doctor with the correct dates of absences and a return date to the center must be specified. **Little Scholars will not honor any reduced rates, unless the family is permanently leaving the location before the 15th of the month. No refunds will be issued after the 15th of the month. There are absolutely no proration rates that will be applied to monthly tuition. This includes the child's absence for any and all illness related non-attendance. If you are leaving on vacation and your child is absent you are still responsible for the full month of tuition payment.**

If you are late picking up your child, you will be charged a \$1/minute fee. This must be paid at the time of arrival. Any and all arrangements made with the center regarding early drop off and late pick up must be applied in addition to your monthly tuition. Our centers are open 7:30am-6:30pm. The half hours prior to this will be charged at extra \$50 per time slot.



718-210-3233  
littlescholarsnyc.com  
littlescholarsnyc@gmail.com

## PROGRAM AGREEMENT FORM

Little Scholars Learning Center, and its agents reserve the right to deny and terminate admission through out the year into the center if instances arise that can potentially be harmful or threatening to child attending the facility and/or staff and/or any management preforming their duties. Additionally, should a parent/guardian of an attending child constitute a threat, either mental or physical to any employees, management or a child attending the center.

Additionally, it is our policy that if you remove your child from the center for a given month(s) you are responsible for half of the upcoming months tuition in order to hold your child's seat. There is absolutely no price changes for children attending half time or part time. There is no adjustments that will be made for families that choose to pay bi-monthly. If payment is not received on the 1st and the 15th, each recurring day thereafter will be charged at \$5/day.

*\* Prices are subjected to change and adjust accordingly.*

---

Parent / Guardian Signature and Date

---

Staff Signature and Date



To Parents and/or Guardians,

Please be advised that we will be taking pictures through out the year of your child's class. At this time we ask your permission to also take pictures of your child, for the use on our website and various forms of advertisements of our center. We also will be providing each child with a yearly portfolio as well as having their picture displayed through out the center. You may wish to supply us with picture of your child through out the year as well. We would prefer that the pictures be taken in the center, as they will show you, your child's daily accomplishments.

We realize that this is a sensitive issue; your cooperation is greatly appreciated.  
Please check and sign below.

Thank you,

Management

YES, I allow my child to be photographed

\_\_\_\_\_  
Parent / Guardian Signature and Date

NO, I do not wish for my child to be photographed at this time

\_\_\_\_\_  
Parent / Guardian Signature and Date

*\* Please also note that any videotaping for the monitors in our lobbies is strictly prohibited.*

*\*You may take videos and pictures at the children's shows and classrooms activities that are opened to parents.*



## DISCIPLINE POLICY

### Positive Discipline

All Staff must use positive discipline:

- Communicate with children using positive language,
- Encourage children to use their own words and solutions in order to resolve their own interpersonal relationships.
- When appropriate communicate with children at their eye level and talking to them in a calm quiet manner about what behavior is expected.
- Redirection of anticipated problems and intervention beforehand with an appropriate solution.
- Change the child's focus to an acceptable activity without confronting the inappropriate behavior.

### Inappropriate Discipline

Any and all staff shall not engage in any of the following actions toward children:

- Inflict corporal punishment in any manner. Hit, spank, beat, shake, pinch, or any other measure that produces physical discomfort. Placement in a locked or dark room.
- Using harsh, unusual, humiliating, or frightening communication, including threatening the use of physical punishment. Public or private humiliation, yelling, or abusive or profane language.
- Staff shall not associate disciplinary action or rewards with rest, food or toileting.
- Use time out for any purpose other than to enable the child to regain control. Time out will only be used for children over 2 years of age and correspond to one minute for each year of age of child. The word time out will not be used.
- Physically restrain children except: when it is necessary to ensure their own safety or that of others;

### Discipline Documentation

- This Policy shall be distributed to parents and staff.
- Caregivers shall have ongoing communication between home and day care regarding all aspects of the care of the child.
- Caregivers shall document any history of recurring discipline problems and subsequent formal parent conferences in the child's record.
- In cases of recurring or severe misbehavior, parents will be contacted so that we may work things out together.
- If the misbehavior continues the Director may terminate of service rendered.
- If the situation does not improve, or a plan cannot be implemented for improvement during the probationary period, parents will have one week to withdraw their child from the Day Care.

I have read, understood, and agreed.

---

Parent / Guardian Signature and Date



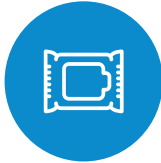
718-210-3233  
littlescholarsnyc.com  
littlescholarsnyc@gmail.com

## THINGS TO BRING & LEAVE AT CENTER

### For our Researchers 6-24 months



Diapers



Wipes



Diaper Rash  
Cream or Ointment



Crib Sheets  
& Blankets



Extra Outfit  
and a Change of  
Shoes if Required  
Please Include Bibs

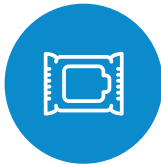


Baby Food

### For our Intellectuals 2-3 years old



Diapers  
or Pull Ups



Wipes



Diaper Rash  
Cream or Ointment



Sleeping  
Bag



Extra Outfit  
and a Change of  
Shoes if Required  
Please Include Bibs

### For our Specialists 3-4 years old & Professors 4-5 years old



Extra Outfit  
and a Change of  
Shoes if Required  
Please Include Bibs



Sleeping  
Bag

**Please label all items left at the center with child's name. If possible please label your child's belongings as well. Please do not bring any toys from home to the center. It may cause a problematic situation between children.**

We thank you in advance for your cooperation. We will notify you in advance when supplies are running low or items may need to be added to the child in-center personal box.

Sincerely,

Management