

CHILD DEVELOPMENT CONTRACT
MOSHOLU MONTEFIORE CHILD DEVELOPMENT CENTER
CHILD CARE CONTRACT
3450 DeKalb Avenue
Bronx, New York 10467
718-654-0563

TO: _____

This is to advise you that your child(ren) _____ have been admitted to the Mosholu Montefiore Child Development Center. Please read the child care contract, sign page 3 and return it to the office.

GENERAL INFORMATION FOR PARENTS:

1. The school is sponsored by Mosholu Montefiore Community Center, which is sponsored by the United Jewish Association Federation of Jewish Philanthropies. This support makes the school possible. School fees help pay for, but do not cover, the complete cost of operation. We celebrate and observe Jewish Holidays, in addition to some secular holidays.
2. A medical examination must be completed for each child, no more than 90 days prior to admission to the program. We abide by the New York City Department of Health schedule for mandatory inoculations and immunizations. Your child must have a new medical exam each year.
3. The medical, dental and surgical treatment of children is the responsibility of the parent. If called, the parent must come for child as quickly as possible and provide the necessary medical care for their child, if she/he becomes ill while at school. If there is an emergency, we will take your child to Montefiore Hospital Emergency Room and you must meet us there.
4. It is expected, in the interest of the children and their school, parents cooperate and support activities sponsored by the school and Community Center.
5. The regular operating hours of the Day Care are 8:00 a.m. - 6:00 p.m. Please be sure that the center has on file at least three emergency telephone numbers for a person (friend or relative) who can assume responsibility for your child in case of an emergency. All parents must notify the Child Development office if they are delayed at the end of the day. If you are late to pick up your child more than 2 times your day care service can be suspended. Children can enter the Child Development Center from 8:00 a.m. to 9:30 a.m. each morning. Children can begin to get picked up at 3:15 p.m. each afternoon. If you require extended hours (7:30 a.m. - 8:00 a.m. or 6:00 p.m. - 6:30 p.m.), you will be billed the additional charge and hours must be arranged with the Director prior to their use. (Additional Fiscal Policy, see page 2)
6. The parent or an authorized escort is required to bring the child to the teacher in the classroom and notify the teacher when taking the child from the classroom. The child is brought to school and picked up at the regularly scheduled time. The school must be notified bar telephone AND in writing of any changes in the schedule or escort. Any authorized escort dropping off or picking up your child must be a least 16 years of age. All new authorized escorts must present a photo ID and their name must be on the emergency card before the child will be released. Please do not send you child into an unsupervised classroom at any time. Check to see if the teacher is present.
7. You are required to furnish your child with a complete change of clothing in his/her cubby. A fitted crib

sheet and small blanket are required for your child's cot. Please label all clothing. The Center is **NOT** responsible for damage to or loss of personal property.

8. We reserve the right to determine if your child's best interests are being served at our school. If we must terminate our services, you will be notified in writing at least two weeks in advance.

9. We have a consulting psychologist/social worker as a resource to our program. Occasionally we make referrals. You would be notified of any concern we have regarding your child's development.

10. If, at any time, you have questions concerning our school, feel free to contact the Director, who can provide any assistance or information that you may require.

FISCAL POLICY

1. Each child is enrolled for a full school year only. Parents shall pay tuition for the entire school year. (School year: September 1 - August 31). Your yearly tuition is determined based on your child's age as of September 1 and will remain the same for the entire school year. The school reserves the right to terminate if tuition is not kept current.

2. The fee for the month is payable in advance, due on the 1st Monday of that month. Thirty days notice in writing is required if you wish to withdraw your child from our program. You will be billed for an extra month without this notification in writing. We accept Master Card and Visa.

3. There is a **strict** policy that there will be no full or **partial refunds** for absence due to **illness, vacations, holidays,** or for **temporary short term emergency closings** of the school. Registration and membership fees (activity, liability, and insurance) are non-refundable and are to be paid on an annual basis.

4. Remember, you can arrange for early drop-off time (7:30AM) or extended evening hours (to 6:30PM). The fee for this additional service is \$4.00 for the half-hour. Any early or late hours without prior notification will be charged at \$1.00 a minute.