

STATEMENT OF ADMISSIONS POLICY TERMS OF ENROLLMENT

1. The Lakeland Children's Center is open to all children, regardless of race, creed or ethnic origin who are currently enrolled in Kindergarten through 8th grade.
2. I understand that I must provide any special information to assist the Center in caring for my child (ren) such as with diet, habits, special needs and conditions as mandated by the Office of Children and Family Services at time of enrollment. Full disclosure at time of enrollment is mandatory.
3. For a child to be admitted to the Center, parents/guardians must complete the forms presented by the Center, including, when applicable, Written Medication Consent Form, and Individual Health Care Plan for a Child with Special Health Care Needs, including Asthma and allergies, and an up to Date Medical for each child.

Tuition is payable on a monthly basis. Tuition is due upon receipt of the monthly invoice.

ENROLLMENT SLOTS AND TUITION ARE SUBJECT TO CHANGE AT ANY TIME.

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- **New enrollees are required to pay an Administrative fee of \$50.00; payable upon receipt of invoice. This fee is non-refundable.**
 - **Schedule changes may be accommodated if space and staff permit. Each schedule change is subject to a \$20.00 fee.**
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- **Schedule changes must be made no later than the 3rd Friday of the month prior to the requested change. Some exceptions will apply, specifically holiday weeks.**
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4. If a child is not picked up promptly at the scheduled time, a late pick-up fee will be charged in accordance with the rates set forth in the Tuition Schedule.
5. If a payment is not made by the 25th of the month a late payment fee will be assessed. If a parent falls 2 months behind in payment of tuition fees, including drop in and administrative fees, a late payment fee will be charged, and the child will not be allowed to attend the Center until such time as payment is brought up to date and space is available.
6. I have read the financial policies of the Center, and I agree to make timely payments for services rendered according to the procedures outlined in said policies.
7. No child will be admitted to the Center without having completed and submitted all of the above-mentioned forms, which are required by NYS Office of Children and Family Services. A completed medical is required.
8. Nutritious snacks will be provided for all children attending the Center's after school program. A light breakfast will be provided for all children attending the Center's before school program if they are at their site prior to 7:45AM for the elementary schools and 8:30AM for Lakeland Copper Beech Middle School.

9. No outside food is allowed at LCC. Children who require any kind of special diet must complete a Special Health Care Form.

10. The Center may not administer medication of any kind to children unless the proper Administration of Medication forms are completed. As of January 2005, staff must be MAT certified (Medication Administration Trained) in order for any kind of medication to be administered.

All Medication Consent Forms must be complete in order for medication to be administered by a MAT trained staff member.

11. The Center reserves the right to set standards of acceptable behavior in order to protect the rights and property of the children, staff, and Center. Non-conformity will result in a review of the child's behavior by the Site Supervisor and Executive Director. In consultation with the parents/guardians, appropriate action will be determined which will result in the best interests of all. A child whose behavior is injurious to others may be discharged from the Center at the discretion of the Board of Directors and or the Executive Director.

12. I assume full responsibility for my child (ren)'s transportation to and from the Center except when regular transportation is provided in the normal course of the school day by the Lakeland School District.

13. I give consent for my child to take part in field trips or excursions away from the facility under proper supervision. (Each trip will require a separate signature).

14. I give permission for the Lakeland Children's Center to seek emergency medical treatment at the New York-Presbyterian Hudson Valley Hospital (or alternate facility) for my child (ren) in the event that I cannot be contacted immediately.

15. I agree to provide The Lakeland Children's Center updated immunization and medical records, in addition to a health care plan which needs to be renewed annually, for my child (ren) to be kept current on file at the Center as required by law.

16. Parent Handbook and all Lakeland Children's Center policies, including weather-related delay chart and monthly newsletters, are accessible on our website, www.lakelandchildrens.com.

I agree to follow the payment plan for the hours contracted above as computed in the tuition schedule. I have read the Statement of Admission Policy - Terms of Enrollment and other related information. I agree to all of the above conditions.

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If for a legal reason your child (ren) should not be picked up by a particular person, please be certain this information is on file with the Site Director. (Please forward any legal papers or court orders stating the restrictions regarding contact with the children at the Center and include a photo and general description of this person or persons. It is our policy that this information **MUST** be on file.).
