



An afterschool enrichment program for learning, laughing and loving
SERVINGS GRADES KINDERGARTEN – 5th

APPLICATION

Medical Form Required

Enrollment Information (Monthly Contract Duration) PLEASE CHECK appropriate box.

- Scheduled Monthly**
- Occasional Use** (Subject to space availability)

Days of Week: _____Monday _____Tuesday _____Wednesday _____Thursday _____Friday

Start Date: _____ Registration Fee is \$250

PARENT CONSENT FORM

I consent to the enrollment of _____
(child's name)

in the program offered by Cornerstone Children's Center and have been advised of the policies regarding fees, and services by Cornerstone Children's Center and the New York State Office of Children & Family Services regulations under which it operates.

I give permission to Cornerstone Children's Center for the following:

1. To seek emergency medical treatment for my child in the event I cannot be reached.
2. To have my child participate in field trips and outings under the supervision of the Cornerstone Children's Center staff.
3. To allow my child to be photographed and to allow any pictures in which my child appears to be released for publication in newspapers, brochures, for fund-raising or public relations.
4. To release my child to any of the following people if I am unable to pick him/her up providing I notify the teacher-in-charge (please include names and phone numbers) :

5a	Name/Relationship	Telephone	Cell Telephone
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5b	Name/Relationship	Telephone	Cell Telephone
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5c	Name/Relationship	Telephone	Cell Telephone
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5d	Name/Relationship	Telephone	Cell Telephone
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90 Garth Road
Scarsdale, NY 10583
Tel: 914-472-6300 Fax: 914-472-6311
Email: info@cornerstonechildrenscenter.org
www.cornerstonechildrenscenter.org



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FEE AGREEMENT & POLICY STATEMENT

Beginning on Month _____ Day _____ Year _____

I agree to pay for the care of my child in accordance to the following FEE SCHEDULE:

FAMILY REGISTRATION FEE: \$250

Scheduled Monthly Rates

Breakfast Program: (7-8:30am)

5 days	\$240
4 days	\$225
3 days	\$185
2 days	\$150
Occasional	\$ 26 per day

After School Program: (3:30 – 6:30pm)

5 days	\$440
4 days	\$415
3 days	\$370
2 days	\$280
Occasional	\$47 per day

Sibling discounts.....20% first additional child, 30% 3rd or more.

**Fees may change and/or surcharge added.*

Cornerstone Children’s Center does not discriminate on the basis of religion, race, color, national and ethnic origin in its admission policies or in the administration of its programs.

1. For admission, the parents must complete and sign the forms presented by Cornerstone Children’s Center. These include: the Registration Form, the Parent Consent Form, the Policy Statement and the Health form which must be signed by a physician. *No children can be admitted to the program unless all forms have been submitted, as required by law.*
2. If your child will be absent from Cornerstone Children’s Center, you must call 914-472-6300. Parents will be expected to arrange for their child to be picked up in the event the child shows signs of infectious disease or other illness while at Cornerstone Children’s Center.
3. The Billing Procedures are as follows:
At the beginning of every month, parents are pre-billed for the coming month based on their requested schedule. No credit is applied for the bill if a child is absent for whatever reason. Bills are distributed at the beginning of the month. Payment is due by the 10th. Payment is late after the 20th. A \$20.00 late fee is applied after the 20th. Any bank charges we incur (e.g., for insufficient funds) are billed at \$20.00 per occurrence. No child can attend or continue to attend whose parents have not paid their monthly bill on time.
5. All children must be picked up by the parent/s who has registered the child or by an individual designated on the Parent Consent Form.
Cornerstone Children’s Center closes at 6:30 PM daily, and all children must be picked up by 6:30 PM.
FIRST time late: \$15 each ½ hour
SECOND time late: \$20 each ½ hour
THIRD time late: \$25 each ½ hour
6. Parents must provide an emergency name and telephone number, a person who must be able to pick up the child when necessary, even in inclement weather.
7. Meals and Snacks are provided daily.
8. Cornerstone Children’s Center reserves the right to refuse an application or dismiss a child at any time. Contractual fees will be refunded on a prorated basis. We agree to observe all rules of the program and to participate in activities at our own risk and in no way hold Cornerstone Children’s Center, its officers, directors, and employees liable for accident or illness.

PARENT SIGNATURE: _____ DATE: _____

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TO COMPLETE THIS APPLICATION

Application Checklist

1. Enclose a check for \$250 and first month's tuition, payable to Cornerstone Children's Center for a non-refundable family registration fee which enrolls your child/ren in the program for any and all sessions that are offered during the current year. (Refund is made if a child cannot be admitted for a lack of space.)
2. Complete and return the Application for Registration, the signed Parent Consent form and the signed Policy Statement.
3. Complete and return the medical form.
4. Mail the check, full application, signed Consent & Policy forms, and medical form to:

Cornerstone Children's Center
90 Garth Road
Scarsdale, NY 10583

IMPORTANT NOTICE

New York State Office of Children & Family Services, with whom we are registered, permits Cornerstone Children's Center *to accommodate a child only when all the documentation* is completely filled out, signed and received by us, i.e., the full application, signed policy & consent forms, and medical forms. Students whose records are incomplete are placed on a waiting list, unable to use the program.

If enrolling more than one child, kindly use separate forms. Please make a copy of the completed application(s) for your files.

Enrollment is on a first come, first serve, space available basis. For further information, contact Cornerstone Children's Center at:

914-472-6300

Thank you for your confidence in our program.

ANY FREE TIME? PLEASE CALL! VOLUNTEERS KEEP COSTS DOWN!

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Mission and Staff

Cornerstone Children's Center, takes great pride in the child care services that we provide at our Program and in the quality of our professional staff of caregivers. Cornerstone complies with all regulations established by the State of New York, Office of Children and Family Services. However, our mission is limited to the provision of quality child care services at our Program and under the supervision of a professional director.

Cornerstone Children's Center
Waiver and Release of Liability

This is to inform you that, in the event that you engage the services of any Cornerstone Children's Center staff member or volunteer for child care or baby-sitting services outside of Cornerstone Children's Center premises, Cornerstone Children's Center will not be responsible or liable for any acts or omissions of any of its staff members or volunteers while providing such services.

1. Cornerstone Children's Center does not recommend arrangements for outside child care or baby-sitting services between parents and staff members or volunteers; Cornerstone Children's Center is not a party to any such agreement between parents and staff members or volunteers; Cornerstone Children's Center does not guarantee, warrant or make any representations as to such outside child care or baby-sitting services.
2. By signing this form I release, waive, discharge and covenant not to sue Cornerstone Children's Center and its director, owners, other staff members and other employees, from all claims, demands, losses or damages on account of any injury, caused, or alleged to be caused in whole or in part, by acts of omissions of a staff member or volunteer while providing child care or baby-sitting services outside of Cornerstone Children's Center premises pursuant to any agreement or arrangement made between a staff member or volunteer of me (and/or my spouse or other guardian of my child).

**I HAVE READ THE ABOVE WAIVER AND RELEASE
AND SIGN IT VOLUNTARILY**

Parent Printed Name

Parent Signature

Date

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