



## Early Registration Child Care Programs 2019-2020

### IMPORTANT INFORMATION

Memo To: Before and After School Program Parents  
From: Lorraine Rubin, Child Care Director  
Re: Registration Information 2019/2020 School Year  
Date: February 2019

We are offering an early registration option to families whose children are currently enrolled in our Before and/or After School Child Care Program(s), as well as their siblings. We're excited to announce a sibling tuition discount program and the elimination of the registration fee, both of which will be effective in September.

The early registration window is available now through Friday, March 8<sup>th</sup>. Thereafter, registration will open to the general public on Monday, March 11<sup>th</sup>. In order to secure a space in the program, a non-refundable deposit of \$50.00 per program, per child, is due at the time of registration, which will be applied toward September tuition. Registration may be completed in person, online, or by mail, and will be on a first-come, first-served basis.

An email confirmation will be sent advising you that your child(ren)'s spot(s) in the program(s) has been reserved. Please mark your calendars to reflect that September tuition payments will be due on or before Friday, July 19, 2019.

Please feel free to contact me, if you should have any questions in regard to the above, at (516) 922-9285, ext. 19. Thank you.

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### Instructions to Parents/Guardian:

For your child's well-being, the information you provide must be complete and accurate. This information is also necessary to maintain funding, state compliance and records for the Boys & Girls Clubs of America. Registration in the Before and/or After School Program will not be accepted without all forms being completed, deposit being included, and additional items listed below being submitted. Please check off each box below as you complete each section. Thank you.

### Registration Checklist, please be sure to submit the following:

- Child Care Program Registration Form 2019-2020
- Non-Refundable Deposit; \$50.00 per program, per child
- Credit Card Authorization Form, if applicable

### If not a current member, please be sure to also submit the following:

- Membership Record Form 2019
- Payment for Membership
- BlueCard Form
- Signed Member/Parent Handbook Confirmation of Receipt Form



# Boys & Girls Club of Oyster Bay-East Norwich

The Bahnik Youth Center

1 Pine Hollow Road, Oyster Bay, New York 11771 516-922-9285

## Child Care Program Registration Form 2019-2020

Please assist us by carefully reading ALL information on this form. It is very important that you carefully adhere to instructions so as to assure your child's/children's enrollment. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Please print information clearly.

### Enrollment:

**Child's Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender:  Girl  Boy

School as of 9/2019: \_\_\_\_\_ Grade as of 9/2019: \_\_\_\_\_

- |  |                   |
|--|-------------------|
| <input type="checkbox"/> Before School Program (Grades K-6)            | Start date: _____ |
| <input type="checkbox"/> After School Program (Grades K-2)             | Start date: _____ |
| <input type="checkbox"/> After School Program (Grades 3-5) – Part-Time | Start date: _____ |
| <input type="checkbox"/> After School Program (Grades 3-5) – Full-Time | Start date: _____ |

**Child's Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender:  Girl  Boy

School as of 9/2019: \_\_\_\_\_ Grade as of 9/2019: \_\_\_\_\_

- |  |                   |
|--|-------------------|
| <input type="checkbox"/> Before School Program (Grades K-6)            | Start date: _____ |
| <input type="checkbox"/> After School Program (Grades K-2)             | Start date: _____ |
| <input type="checkbox"/> After School Program (Grades 3-5) – Part-Time | Start date: _____ |
| <input type="checkbox"/> After School Program (Grades 3-5) – Full-Time | Start date: _____ |

**Child's Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender:  Girl  Boy

School as of 9/2019: \_\_\_\_\_ Grade as of 9/2019: \_\_\_\_\_

- |  |                   |
|--|-------------------|
| <input type="checkbox"/> Before School Program (Grades K-6)            | Start date: _____ |
| <input type="checkbox"/> After School Program (Grades K-2)             | Start date: _____ |
| <input type="checkbox"/> After School Program (Grades 3-5) – Part-Time | Start date: _____ |
| <input type="checkbox"/> After School Program (Grades 3-5) – Full-Time | Start date: _____ |

### Household Information:

Parent's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

### Parental Authorization:

I have received a copy of Boys & Girls Club of Oyster Bay-East Norwich's Payment Policies and Agreement for Child Care Programs 2019/2020. I have fully read and understand the policies, rules, and expectations outlined therein.

I would like to receive B&GC alerts through a private mobile messaging platform, "REMIND ME." To join, text @BSPASP20 to 81010.

My signature below indicates I have read and consent to ALL of the above information, and hereby give approval or my child(ren) to attend Boys & Girls Club.

Parent's or Guardian's Name: \_\_\_\_\_

Parent's or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Boys & Girls Club of Oyster Bay-East Norwich**  
 The Bahnik Youth Center  
 1 Pine Hollow Road, Oyster Bay, New York 11771 516-922-9285

**Payment Policies and Agreement - Child Care Programs 2019-2020**

***Membership***

Your child must be a Boys & Girls Club member in order to participate in any Club programs and activities. Completion of the Membership Application, Medical Form/BlueCard and a signed Confirmation of Receipt of Member-Parent Handbook by a parent/guardian, along with membership fee, is all that is required to join. The membership is annual from January 1<sup>st</sup> to December 31<sup>st</sup>.

***Registration and Deposit Fee***

Boys & Girls Club's non-refundable deposit fee of \$50.00 per child, per program, is due at the time of your child's registration, and will be applied toward September tuition.

The fees for the 2019-20 school year, are set forth on the monthly Billing Statements, which are available at the Control Desk. Fees will be reviewed periodically and may be revised to ensure that the fees are covering the direct costs of the program.

BEFORE SCHOOL PROGRAM FOR GRADES K-6

Coincides with the school calendar, 7:00 a.m. until the start of the school day, and includes transportation to Theodore Roosevelt Elementary School and James H. Vernon Middle School.

Full-Time Monthly Payment Plan:	\$145.23
Full-Time Monthly Payment Plan with Sibling Discount:	\$140.87
Holding Fee (one time only - 2 week period)	\$ 35.28

AFTER SCHOOL PROGRAM FOR GRADES K-2

Coincides with the school calendar, dismissal until 6:30 p.m., as well as on half days and Parent/Teacher Conference Days (for an additional fee and subject to availability), and includes transportation from Theodore Roosevelt Elementary School and James H. Vernon Middle School.

Full-Time Monthly Payment Plan:	\$341.96
Full-Time Monthly Payment Plan with Sibling Discount:	\$331.70
Holding Fee (one time only - 2 week period)	\$ 83.17
Half Days of School Session:	\$ 19.47
Half Days of School Session with Sibling Discount:	\$ 18.89

AFTER SCHOOL PROGRAM FOR GRADES 3-5

Coincides with the school calendar, dismissal until 6:30 p.m., as well as on half days and Parent/Teacher Conference Days (for an additional fee and subject to availability), and includes transportation from Theodore Roosevelt Elementary School and James H. Vernon Middle School.

Full-Time Monthly Payment Plan:	\$341.96
Full-Time Monthly Payment Plan with Sibling Discount:	\$331.70
Minimum Monthly Rate:	\$200.00 (minimum of 10 days, each additional day is \$ 20.00)
Minimum Monthly Rate with Sibling Discount:	\$194.00 (minimum of 10 days, each additional day is \$ 19.40)
Holding Fee: (one time only - 2 week period)	
For Full-Time Registrants	\$ 83.17
For Part-Time Registrants	\$ 48.93
Half Days of School Session:	\$ 19.47
Half Days of School Session with Sibling Discount:	\$ 18.89

There will be two rates (full-time and part-time) available for children in grades 3-5, only. Switching back and forth in between the two rates will not be permitted. If you choose the minimum monthly rate and then decide you want your child to attend every day in a given month, you may continue to pay \$20.00 per day, or switch permanently to the \$341.96 per month rate for the remainder of the school year. If you choose to enroll your child on a full-time basis paying the \$341.96 monthly rate, and your child will not be attending every day in a given month, you can continue to pay the full-time rate or switch permanently to the minimum rate for the remainder of the school year.

***Enrollment and Changes in Enrollment***

There are a limited number of openings for participants in our child care programs; therefore, registration is on a first-come, first-served basis. Parents must give two weeks' notice of their intent to cancel their child's registration in either the Before and/or After School Program. Such cancellation will only be considered official upon the parent/guardian submitting the Club's Termination of Enrollment Form (attached below), in accordance with the policy set forth herein. After completing and signing the Termination of Enrollment Form, it is the parent's responsibility to deliver it to one of the following employees of the Club: Jean Marie Weiner, Program Director; Lorraine Rubin, Child Care Director; or Donna Prisco, Administrative Assistant, who will sign off on the form and provide the parent/guardian with a fully executed copy for their records. Parents who fail to provide written notification of withdrawal by using the Termination of Enrollment Form will continue to be billed as if still registered in the program(s). Once monthly tuition payment is submitted, no refunds will be approved should a child's registration be cancelled prior to the end of the month for which payment has been rendered.



**Payment Policies and Agreement – Page Two**

***Payment Procedures***

With the exception of the September 2019 tuition, which is due on or before Friday, July 19, 2019, monthly tuition fees must be prepaid and must be received by the office by the third Friday of each month prior to the month which child care is to be provided.

<b>Monthly Payment</b>	<b>Due Date</b>	<b>Monthly Payment</b>	<b>Due Date</b>
September 2019 Payment	July 19, 2019	February 2020 Payment	January 17, 2020
October 2019 Payment	September 20, 2019	March 2020 Payment	February 21, 2020
November 2019 Payment	October 18, 2019	April 2020 Payment	March 20, 2020
December 2019 Payment	November 15, 2019	May 2020 Payment	April 17, 2020
January 2020 Payment	December 20, 2019	June 2020 Payment	May 15, 2020

**Important to Note:** Payments received after the third Friday of each month prior to the month which child care is to be provided, will be subject to a \$3.00 per day late fee for each and every day that said payment is late. If full payment should not be received by the 1<sup>st</sup> of the month, in addition to accrued late fees as of that date, your child(ren)'s enrollment in the program may also be subject to automatic cancellation, and they will lose their enrollment space. On half days, such as conference days, extended hours of care will be available for an additional fee of \$19.47. However, spaces are limited, and early registration is strongly recommended. Registration and payment for early dismissal days must be accomplished in advance.

You are guaranteed a slot for your child(ren), and tuition is due and payable whether your child is out due to sickness, weather emergency, or vacation. Prompt payment is necessary and expected.

The Boys & Girls Club cannot assume responsibility for any youngster who misses the bus. If it becomes necessary for a staff member to pick up a youngster who has missed the bus, a \$10.00 charge will be imposed; payment for which will be due that day upon parent's pick up of child from program. Our ability to send a staff member to the school to pick up a youngster who has missed the bus cannot be guaranteed.

Payments may be dropped off at the Control Desk or handed directly to the Child Care Director. In the alternative, payments may be mailed to the Boys & Girls Club, 1 Pine Hollow Road, Oyster Bay, New York 11771. It is the parent's responsibility to make certain that mailed payments reach the Clubhouse by the tuition's due date, in order to avoid late fees.

**Please Note:** All payments must be made by cash, check, money order and/or credit card (VISA, MasterCard or American Express). If you would like to have your tuition automatically charged to your credit card on the monthly due date, simply complete and submit the Credit Card Authorization Form.

***Scholarships***

Partial scholarships are available for the Before and After School Programs. Those interested should complete and submit a scholarship application form and requisite tax returns, as well as W2 forms. Allowance should be made for at least a 4-week waiting period for scholarship determination. Those who choose to attend the program(s) before receiving notification of eligibility will be charged the full cost of the program(s) until scholarship takes effect.

***Holding Fees***

Parents may choose a period of two consecutive weeks during the school year to put their child's registration in the Before and After School Programs on "hold." During the "holding period," their child will not attend the program. It is the parent's responsibility to advise the Club of their intention to use said holding fee, at least one week prior to the beginning of the two-week period they wish to hold. Failure to submit the holding fee will result in an automatic cancellation of registration. Each registrant may use the holding fee for only one two-week period during the course of the school year. After having used the one two-week period, registrants will be charged in full, regardless of attendance, until such time as the Club receives the afore referenced Termination of Enrollment Form.

***Returned Check Fee***

There is a \$35.00 service charge for each check returned for insufficient funds, and payment for same is due within one week of notification. After two returned checks, registrants will be required to pay all future weekly payments by money order, certified check, and/or cash.

***Late Fee for the After School Program***

The 6:30 p.m. pick-up time has been offered as a convenience to working parents. In the event pick up should be delayed on any given day, a late fee of \$10.00 will be imposed for each 15-minute interval of time for which instructors are detained. Please note that pick up will be considered "late" at 6:31 p.m. Please further note that payment of said late fee will be due and must be paid on the day said lateness occurs. Chronic lateness will result in cancellation of registration.

***Questions?***

Any questions concerning payments and/or outstanding balances should be directed to Donna Prisco, in our billing department, at 922-9285, ext. 15, Monday through Friday, 9:00 a.m. to 5:00 p.m.

TERMINATION OF ENROLLMENT  
CHILD CARE PROGRAMS

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Terminate:  Before School Program, effective: \_\_\_\_\_

Terminate:  After School Program, effective: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade \_\_\_\_\_

Terminate:  Before School Program, effective: \_\_\_\_\_

Terminate:  After School Program, effective: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade \_\_\_\_\_

Terminate:  Before School Program, effective: \_\_\_\_\_

Terminate:  After School Program, effective: \_\_\_\_\_

This will confirm my intention to terminate my above-named child(ren)'s registration in the Boys & Girls Club of Oyster Bay-East Norwich's Before and/or After School Child Care Program(s). I understand I am required to provide the Club with two weeks' notice of this intent. I further understand that it is my sole responsibility to present this signed form to one of the following employees of the Club: Lorraine Rubin, Jean Marie Weiner, or Donna Prisco. Said Club employee will then sign off on the form and provide me with a fully executed copy of same for my records. I understand this termination of enrollment is to be considered final. If I choose to have my child return to the Before and/or After School Program(s), there is no guarantee a space will be available at that time.

Parent's or Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Signature/Title of Club Employee: \_\_\_\_\_

Date: \_\_\_\_\_



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**Credit Card Payment Authorization**

If you would like the convenience of having your tuition payment automatically charged to your credit card on the monthly due date, simply complete the form below and submit same attached to your Billing Statement. To complete the authorization process, complete the credit card information below.

Child's Last Name/First Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Child's Last Name/First Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Child's Last Name/First Name: \_\_\_\_\_ Grade: \_\_\_\_\_

No. of Children	Description of Program/Activities	One-Time Cost/Child	Recurring Monthly Cost	Total
	Membership (1-1-2019 to 12-31-2019)	\$		\$
	Membership (1-1-2019 to 12-31-2019), Sibling Discount	\$		\$
	Deposit for Before School Program Registration	\$50.00		\$
	Deposit for After School Program Registration	\$50.00		\$
	Before School Program – Monthly Tuition		\$145.23	\$
	Before School Program – Monthly Tuition, Sibling Discount		\$140.87	\$
	After School Program – FT Monthly Tuition		\$341.96	\$
	After School Program – FT Monthly Tuition, Sibling Discount		\$331.70	\$
	After School Program – PT Monthly Tuition		\$200.00	\$
	After School Program – PT Monthly Tuition, Sibling Discount		\$194.00	\$
	After School Program – PT Additional Days	\$20.00		\$
	After School Program – PT Additional Days, Sibling Discount	\$19.40		\$
	Half Days of School Session	\$19.47		\$
	Half Days of School Session with Lunch	\$24.47		\$
	Half Days of School Session, Sibling Discount	\$18.89		\$
	Half Days of School Session with Lunch, Sibling Discount	\$23.89		\$
	Full Day Camp	\$		\$
	Full Day Camp with Lunch	\$		\$
	Other, pls. specify:	\$	\$	\$
	Other, pls. specify:	\$	\$	\$
	Other, pls. specify:	\$	\$	\$
				\$

**Credit Card Information**

Last Name of Cardholder: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Billing Address, City, State, Zip: \_\_\_\_\_  
 Mobile Telephone: \_\_\_\_\_  
 Card Type (circle):      Visa      MasterCard      American Express      Expiration Date: \_\_\_\_\_  
 Account Number: \_\_\_\_\_

I hereby authorize the Boys & Girls Club to charge the credit card listed above for payment. I understand and accept that Boys & Girls Club will charge my account automatically. The amount charged may fluctuate due to any changes in tuition or program enrollment. I further understand that Boys & Girls Club will process tuition payments on the third Friday of every month for my child/children's monthly tuition. This credit card will be kept on file and will remain in effect until the expiration of the credit card account. Applicants may revoke this credit card on file by submitting a written request to the address at the top of the form. A new form must be submitted if any information changes, such as credit card expiration date, etc. Applicants agree to pay the cost for any returned or challenged payments.

Cardholder's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_