



Enrollment Packet



Enrollment packet includes:

- Enrollment Form
- Health and medical information
- Financial agreement
- ACH payment form (*If applicable*) **In process**
- Child consent forms
 - Photo and media release
 - Report Card Agreement
 - Napping, diapering and potty training agreement
 - Over the counter medication agreement
 - Late pick up Agreement
 - Child Code of Conduct Agreement
 - Parent/ Family Code of Conduct Agreement
 - Parent Handbook Acknowledgement
 - Parent Handbook QR code
 - Naptime Permission slip (OCFS form)
- Child current physical and immunization records (Can be faxed to: **Fax number in process**)
- Child emergency blue card
- Child Yellow card & Child individual care plans
(*If applicable child can not be in care without completed forms*)

Player 1 Academy Representative: _____ Date: _____



Player 1 Academy is dedicated to providing a holistic childcare experience that not only nurtures the individual child but also fosters a sense of community and support for families. Our innovative program is designed to cater to the developmental needs of children while engaging families in the growth process, ensuring a collaborative environment. We believe in the power of communication and are committed to being a pillar of support for every family that joins our community. Our team is always available to assist, guide, and provide the resources needed to enhance your childcare experience. We are grateful for the trust you place in us and are excited to be a part of your child's developmental journey.

To complete the enrollment process and receive a start date you will need to submit the following:

- ☐ Pay non-refundable \$25 registration max \$75 (fee waived after 3rd child enrollment)
- ☐ Enrollment Form
- ☐ Health and medical information
- ☐ Financial agreement
- ☐ ACH payment form (*If applicable*) **In process**
- ☐ Child consent forms
 - ☐ Photo and media release
 - ☐ Report Card Agreement
 - ☐ Napping, diapering and potty training agreement
 - ☐ Over the counter medication agreement
 - ☐ Late pick up Agreement
 - ☐ Child Code of Conduct Agreement
 - ☐ Parent/ Family Code of Conduct Agreement
 - ☐ Handbook Acknowledgement
 - ☐ Naptime Permission slip (OCFS form)
- ☐ Child current physical and immunization records (Can be faxed to: **Fax number in process**)
- ☐ Child emergency blue card
- ☐ Child Yellow card & Child individual care plans
(*If applicable child can not be in care without completed forms*)

Player 1 Academy Representative: _____ Date: _____



Enrollment form

Child's Personal information:

First and last name:

	Date of Birth:	Gender: M/F
--	----------------	-------------

Home Address:	
Name of school:	

Family enrolled: Y / N
1.
2.

Primary caregiver personal information:

First and last name:	
Relationship to the child:	
Home Address:	
Email address:	
Cell Phone number:	
Work Phone number:	

Emergency contacts authorized to pick up:

Name:	Relationship:
Phone number:	
Name:	Relationship:
Phone number:	
Name:	Relationship:
Phone number:	

Player 1 Academy Representative: _____ Date: _____



Health and Medical Information

Please note: We do not administer medication at the Player 1 Academy. Only emergency medication like epi pens and asthma care. If your child has allergies, medications and special needs you will be required to fill out a Healthcare plan for each need.

Child's name:	Date of birth:

Please list any allergies your child has:

Please list any medications your child has been prescribed:

Please list special needs your child requires during hours of care:

List any concerns you have that have not been addressed. We can support you in getting any resources needed.

Player 1 Academy Representative: _____ Date: _____



Health and Medical Information Cont.

What does your child like to eat:

What are your child's hobbies and interests:

We believe that the home is the child's first teacher. Please tell us a little about your family:

Who does the child live with?

What holidays does your family celebrate?

What are some of your family's morals and values?

Player 1 Academy Representative: _____ Date: _____



Player 1 Academy *Financial Agreement*

I, name of payee:(first and last name:) _____,

Relationship to child(ren): _____,

the parent or guardian of: Name of child(ren)

Child's First and last name:	DOB:
Child's First and last name:	DOB:
Child's First and last name:	DOB:

List enrollment info:

Infant enrollment:

☐ Full-time \$385 per week

Toddler enrollment:

☐ Full-time \$365 per week

Preschool/ Pre K enrollment:

☐ Full-time \$340 per week

School- age enrollment:

☐ Full-time \$286 per week

☐ Before care only \$ 120 per week

☐ After care only \$ 165 per week

☐ Break care only \$ 286 per week

Discounts applied:

☐ 10% off oldest child

☐ Monthly discount

☐ Yearly discount

☐ N/A

Note:

Player 1 Academy Representative: _____ Date: _____



I, name of payee:(first and last name:) _____,

Relationship to child(ren): _____,

Agree to pay:

- ☐ Every Friday
- ☐ Bi weekly Friday's
- ☐ Monthly _____
- ☐ Yearly _____

Method of Payment:

- ☐ Private pay
 - ☐ Cash
 - ☐ Credit card/ Debit card

- ☐ 3rd party payments
 - ☐ DHS
 - NOD exp. Date: _____
 - Parent fee: _____
 - ☐ Employer sponsored membership

The amount of: _____ **First billing date:** _____

★ Agreement acknowledgement

Please be reminded that payments are due on the Friday before the week of care commences. If payments are not made as agreed, a late fee of \$15 will be applied. Accounts that remain outstanding by the subsequent Friday will face immediate termination of care services. Consequently, service access will be denied starting the following Monday. To prevent this, we encourage reaching out for support. It is important to note that this agreement is legally binding and enforceable in a court of law should the account not be settled within a one-month period.

→ Printed first/ last name: _____ Date: _____

Parent or Guardian Signature: _____

→ Printed first/ last name: _____ Date: _____

Parent or Guardian Signature: _____

Finance Director Signature: _____ Date: _____

Player 1 Academy Representative: _____ Date: _____



Player 1 Academy and the undersigned parents enter into this tuition agreement to enroll their child(ren) listed below into Player 1 Academy executed by the parents on the sign date below, agrees as follows:

Payment obligation:

Failure to pay any amount when due pursuant to the terms of this agreement will result in the suspension or dismissal of the child(ren).

Tuition and charges:

Parents agree to pay the full amount of tuition and fees 1 week in advance. Our billing is based on a full year price and takes into account holiday sick days and snow days and is then divided into 12 equal payments for a full year program and equal payments for our school year programs. With our monthly billing, you are charged the same amount regardless of the number of days actually within a month. Tuition is due on the 15th of each month for the following month. Billing plans will be started upon completing registration with automatic payments. Students cannot attend the program without pay. Please note Player 1 Academy does not give credits for illness, holidays, parent work schedule changes or family vacation.

Sibling discount discount will be applied towards tuition for all the oldest siblings

Enrollment fee:

The program requires a nonrefundable registration fee of \$25 for up to three children.

Subsidy Programs:

Player 1 Academy accepts payments from the Department of Social Services DSS tuition assistance program, and the registration fees are required to be paid out of pocket until we receive approval from your caseworker. You will be invited to link a method of payment to your account. Families, the DHS tuition assistance programs will be allowed to attend childcare as long as they have an approval that they have submitted their paperwork. It is the responsibility of the parents to renew their DHS application as requested by the DHS office. It is not the responsibility of the Player 1 Academy to ensure that your notice of decision is current. It is the parents responsibility to turn in their notice of decision whenever it is updated. Parents will be notified 3 months in advance of their notice of decision expiring, 1 month before the expiration date. Parents will be notified if we do not receive an updated notice of decision. Then parents will have the option to pay out of pocket and sign a new contract or enrollment will be terminated the date on the notice of decision.

Late payment:

if your payment fails or is not paid in full by the day after the tuition due date of \$15 late fee will be added to your account accounts outstanding balances come the first of the month will result in suspension of the program until payment is made in invoices are sent out three days prior to your payment due date as a reminder

Player 1 Academy Representative: _____ Date: _____



all accounts are required to be set up for automatic payments three or more late or fail payments will result in disenrollment of the program

Additional fees:

3% per transaction payment charges added to automatic payment with a credit/debit card if you link or check in account there are no additional charges parents/guardians have 24 hour online access to attendance billing and payment history as well as the ability to update information at any time through the parent app

Change in schedule:

Please send a change in schedule request by email to the Director. If the approval is granted, please note there is a \$10 fee to process the change in schedule and we require two weeks notice for the change to go into effect. We can only grant schedule changes for the School-age program to Before Care only, After Care only, Before and After care only, Vacation days only, Break weeks only, and Summer camp. We only offer Fulltime enrollment for our Infant, Toddler, and preschool programs. If we are unable to accommodate your request you will be notified through email, letter and phone.

Disenrollment:

2 week written notice is required to disenroll from the program. Disenrollment requests must be emailed to the director or submit form. Verbal notices to on-site staff will not be accepted. After 2 weeks notice Parents will no longer be responsible for tuition pursuant to this agreement.

Player 1 Academy may terminate the contract at any time if any contract or policies are violated.

Enrolled Child(ren):

Name: _____ DOB: _____

Name: _____ DOB: _____

Name: _____ DOB: _____

Name: _____ DOB: _____

→ Parent Signature: _____ Date: _____

→ Parent Signature: _____ Date: _____

Player 1 Academy Representative: _____ Date: _____



Player 1 Academy Photo and Media Release Consent Form

Child's Full Name: _____

Date of Birth: _____

Parent/Guardian Name: _____

Contact Information:

- Phone Number: _____
- Email Address: _____

Purpose: This consent form authorizes Player 1 Academy to use photographs, videos, and other media of your child for social media, marketing materials, and other promotional purposes.

Consent: I, the undersigned, hereby grant permission to Player 1 Academy to use photographs, videos, and other media of my child for the following purposes:

- Social media (e.g., Facebook, Instagram, Twitter)
- Marketing materials (e.g., brochures, flyers, posters)
- Website content
- Newsletters and other communications

Conditions:

1. **Usage:** I understand that these images and videos may be used in various formats, including print and digital media, and may be shared with the public.
2. **Duration:** This consent is granted for an indefinite period, unless revoked in writing by the undersigned.
3. **Privacy:** Player 1 Academy will not use my child's full name or any other personal identifying information without additional consent.
4. **Revocation:** I have the right to revoke this consent at any time by providing written notice to Player 1 Academy. The revocation will not apply to images or videos that have already been published or distributed.

Release: I release Player 1 Academy, its employees, representatives, and affiliates from any and all claims, demands, and liabilities arising out of or in connection with the use of these photographs, videos, and other media.

Acknowledgement: By signing this form, I acknowledge that I have read and understand the terms and conditions of this Photo and Media Release Consent Form.

Signature of Parent/Guardian: _____

Date: _____

Player 1 Academy Representative: _____ Date: _____



Player 1 Academy Naptime, Diapering, and Potty Training Agreement

Child's Full Name: _____

Date of Birth: _____

Parent/Guardian Name: _____

Contact Information:

- Phone Number: _____ Email Address: _____

Naptime Arrangements:

- Area of the facility where the child will nap: _____
- Sleeping arrangements (Check all that apply):
 - Mat
 - Cot
 - Bed
 - Crib
- Supervision During Naptime:
 - Direct supervision by a caregiver who is in the same room and has direct visual contact with the child.
 - Functional electronic monitor (provider must remain on the same floor and physically check on the child every 15 minutes).

Additional Requirements:

- Sleeping arrangements for infants through 12 months of age require that the infant be placed flat on their back to sleep, unless medical information from the child's healthcare provider is presented to the program by the parent that shows that arrangement is inappropriate for that child.
- The resting/napping places must be located in approved daycare space; be located in safe areas of the facility; be located in a draft-free area; be where children will not be stepped on; be in a location where safe egress is not blocked; and allow caregivers to move freely and safely within the napping area in order to check on or meet the needs of children.
- Children unable to sleep during nap time shall not be confined to a sleeping surface (cot, crib, etc.) but instead must be offered a supervised place for quiet play.

Diapering Arrangements:

- Area of the facility where diapering will take place: _____
- Diapering supplies provided by the academy (Check all that apply):
 - Diapers

Player 1 Academy Representative: _____ Date: _____



- Wipes
- Creams/lotions
- Disposable gloves
- **Parent/Guardian must provide:**
 - Diapers
 - Wipes
 - Creams/lotions (if specific brands are required)
- **Procedure for Diapering:**
 - Caregivers will wash their hands before and after each diaper change.
 - Disposable gloves will be worn during diaper changes.
 - Changing surfaces will be sanitized after each use.
 - Soiled diapers will be disposed of in a covered, hands-free receptacle.
 - A log will be maintained to record each diaper change, noting the time and condition (wet, soiled, etc.).

Potty Training Arrangements:

- **Area of the facility where potty training will take place:**

- **Procedure for Potty Training:**
 - Caregivers will assist children with using the toilet, providing supervision and support as needed.
 - Children will be encouraged to use the toilet regularly and will be praised for their efforts.
 - Training pants will be used during the potty training process, which must be provided by the parent/guardian.
 - Caregivers will ensure proper handwashing after each toilet use.
 - A log will be maintained to record potty training progress, noting the time and any accidents.

Additional Requirements:

- Potty training will be conducted in a positive, supportive manner, with no punitive measures for accidents.
- Caregivers will communicate regularly with parents/guardians about the child's progress and any concerns.

Acknowledgement: I, the undersigned, acknowledge that I have read and understand the Naptime, Diapering, and Potty Training Agreement of Player 1 Academy. I agree to comply with the terms and conditions outlined in the agreement.

Signature of Parent/Guardian: _____ **Date:** _____

Signature of Program Director: _____ **Date:** _____

Player 1 Academy Representative: _____ **Date:** _____



Player 1 Academy Over-the-Counter Medication Permission Slip

Child's Full Name: _____

Date of Birth: _____

Parent/Guardian Name: _____

Contact Information:

- Phone Number: _____
- Email Address: _____

Medication Information:

- Name of Medication: _____
- Dosage: _____
- Frequency: _____
- Reason for Medication: _____

Administration Instructions:

- How should the medication be administered? (Check all that apply):
 - Oral
 - Topical
 - Other: _____

Special Instructions:

-
-

Storage Instructions:

-
-

Parent/Guardian Authorization: I, the undersigned, authorize the staff at Player 1 Academy to administer the above-mentioned over-the-counter medication to my child as per the instructions provided. I understand that the medication must be in its original container with the child's name clearly labeled. I also understand that any changes to the medication or its administration must be communicated in writing.

Signature of Parent/Guardian: _____ Date: _____

Signature of Program Director: _____ Date: _____

Player 1 Academy Representative: _____ Date: _____



Player 1 Academy Report card Policy Agreement Form

Child's Full Name: _____

Date of Birth: _____

Parent/Guardian Name: _____

Contact Information:

- Phone Number: _____ Email Address: _____

Purpose: This policy agreement form outlines the requirement for parents of school-age children (5-12 years old) to turn in their child's report card to Player 1 Academy. This enables the academy to provide individualized support to meet the child's educational goals.

Policy Statement: Player 1 Academy is committed to supporting the educational development of each child. By reviewing report cards, we can tailor our programs and resources to address the specific needs of each child, ensuring they receive the guidance and support necessary to excel academically.

Agreement Terms:

1. Report Card Submission:

- Parents/guardians are required to submit a copy of their child's report card at the end of each grading period.
- Report cards can be submitted via email to [insert email address] or in person to the academy's front office.

2. Individualized Support:

- Player 1 Academy will review the report cards to identify areas where the child may need additional support or enrichment.
- We will develop individualized educational plans and strategies to help the child achieve their academic goals.

3. Communication and Collaboration:

- Parents/guardians will be informed of the individualized support plan and will be invited to participate in regular meetings to discuss their child's progress.
- Open communication between parents, teachers, and staff is essential to ensure the success of the support plan.

4. Privacy and Confidentiality:

- All report cards and related information will be kept confidential and used solely for the purpose of developing individualized support plans.
- Player 1 Academy will not share the child's report card or academic information with unauthorized individuals.

Consequences for Non-Compliance:

- Failure to submit the child's report card may result in the child not receiving individualized support.

Acknowledgment and Agreement: By enrolling their child at Player 1 Academy, parents and families acknowledge that they have received and read the Policy Agreement Form. They understand and agree to comply with the guidelines outlined in this policy to ensure their child's educational success.

Signature of Parent/Guardian: _____ **Date:** _____

Signature of Parent/Guardian: _____ **Date:** _____

Player 1 Academy Representative: _____ **Date:** _____



Player 1 Academy Late Pick up Policy Acknowledgement

Child's Full Name: _____

Date of Birth: _____

Parent/Guardian Name: _____

Contact Information:

- Phone Number: _____
- Email Address: _____

Late Pickup Policy:

- 1. Late Pickup Fee:**
 - Children picked up after our closing hours will be billed a late fee of \$50 per minute.
 - The late fee must be paid before the child/children can return for care.
- 2. Early-care/ Preschool/ Non- School days in care at 6:15pm:**
 - If a child is not picked up by 6:15 PM and we have not been able to get in touch with anyone on the emergency blue card, the Police will be contacted.
 - If your child is frequently picked up after hours, you will be dismissed from the program.
- 3. School-age still in care at 9:15 PM:**
 - If a child is not picked up by 9:15 PM and we have not been able to get in touch with anyone on the emergency blue card, the Police will be contacted.
 - If your child is frequently picked up after hours, you will be dismissed from the program.
- 4. Staff Rights:**
 - Our staff reserve the right to work scheduled shifts to meet personal family and self-care needs.
- 5. Bus Pickup:**
 - If your child's bus does not pick them up 1 hour after their scheduled pick up, you will be notified and required to return to the center to transport them to school.
 - Children are not allowed to remain at the center during school hours.

Acknowledgement:

I, the undersigned, acknowledge that I have read and understand the Late Pickup Policy of Player 1 Academy. I agree to comply with the terms and conditions outlined in the policy, including the payment of any applicable late fees.

Signature of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Player 1 Academy Representative: _____ Date: _____



Player 1 Academy Code of Conduct Policy for Children

Purpose: This policy outlines the expected behavior for children at Player 1 Academy to ensure a safe and supportive environment for all students, staff, and families.

Policy Statement: Player 1 Academy is committed to fostering a positive and respectful learning environment. This Code of Conduct Policy provides guidelines on acceptable behavior and outlines the consequences for violating these guidelines.

Scope: This policy applies to all children enrolled at Player 1 Academy and their families.

Key Points:

1. Respectful Behavior:

- Children are expected to treat peers, staff, and property with respect at all times.
- Bullying, whether verbal, physical, or virtual, is strictly prohibited.
- Excessive damage to program equipment, structure, and materials is not allowed.
- Children must not engage in behavior that poses harm to themselves, other children, or staff.

2. Behavior Management:

- **Behavior Plan:** If a child exhibits challenging behavior, Player 1 Academy will work with the family to create a behavior plan. Parents are required to meet with staff weekly or monthly, depending on the severity of the need, to review and adjust the plan as necessary.
- **Parental Involvement:** Parents must partner with the program to support their child's behavior plan. Open communication between parents and staff is essential for the success of the plan.

3. Consequences for Violations:

- **Step 1: Behavior Plan:** A behavior plan will be implemented and regularly reviewed with parents.
- **Step 2: Suspension:** If the behavior persists and the child continues to violate the code of conduct or behavior plan, the child will be suspended for 3-5 days.
- **Step 3: Termination of Services:** If the behavior does not improve after the suspension, the child's enrollment at Player 1 Academy will be terminated.

4. Communication and Documentation:

- **Incident Reports:** Staff will document any incidents of challenging behavior and communicate with parents to ensure transparency.
- **Behavior Plan Updates:** Parents and staff will maintain open communication to review and update the behavior plan as needed.

5. Compliance with NYS OCFS Regulations:

- This policy aligns with NYS OCFS childcare regulations to ensure the safety and well-being of all children and staff. Staff will receive ongoing training to stay informed about the latest guidelines and best practices.

Signature of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Player 1 Academy Representative: _____ Date: _____



Player 1 Academy Code of Conduct Policy for Parents, Families, and Visitors

Purpose: This policy outlines the expected behavior for parents, families, and visitors at Player 1 Academy to ensure a safe, respectful, and supportive environment for all students, staff, and families.

Policy Statement: Player 1 Academy is committed to fostering a positive and respectful learning environment. This Code of Conduct Policy provides guidelines on acceptable behavior for parents, families, and visitors and outlines the consequences for violating these guidelines.

Scope: This policy applies to all parents, guardians, family members, and visitors of children enrolled at Player 1 Academy.

Key Points:

1. Respectful Behavior:

- Parents, families, and visitors are expected to treat staff, children, and other families with respect at all times.
- Harmful, loud, or disrespectful language is not tolerated.
- Do not speak to or discipline other children in the program.
- Do not gossip with staff about other staff
- Keep personal relationship matters outside of program
- No bullying or intimidating behavior

2. Substance-Free Environment:

- Parents, families, and visitors must not be under the influence of drugs or alcohol while on the premises.
- There should be no smells of alcohol, marijuana, or body odor while on the premises.

3. Appropriate Attire:

- Parents, families, and visitors must be appropriately dressed. Tight or revealing clothing, excessive cleavage, and exposed buttocks are not appropriate in a childcare setting.
- Do not wear offensive clothing with racial slurs, demeaning slogans, or offensive language, pictures, or logos.

4. Respect for Staff and Policies:

- Be respectful of all staff and follow the program's policies and procedures.
- Sign in and out of the visitor's log upon entering and exiting the facility.
- Remain in designated spaces and do not bring personal matters or disputes with other parents or staff to the program.

5. Food Policies:

- Adhere to the program's nut-free policy and ensure all items brought in are purchased and pre-packaged.

6. Cultural and Religious Respect:

- Respect the beliefs of others in relation to religion, culture, and family composition.

7. Behavior Management and Consequences:

- Individuals in violation will be asked to leave immediately. Or the police will be called and charges pressed.
- If it is a parent they will be required to have alternative drop off and pick up arrangements for up to 2 weeks depending on the severity of the violation.
- Mandatory meeting with the Director and the person with an enrolled child.
- Termination of enrollment if a respectable mutual agreement can not be reached that aligns with the program code of conduct.

Signature of Parent/Guardian: _____ **Date:** _____

Signature of Parent/Guardian: _____ **Date:** _____

Player 1 Academy Representative: _____ **Date:** _____



Player 1 Academy Parent Handbook Acknowledgment Agreement

Child's Full Name: _____

Date of Birth: _____

Parent/Guardian Name: _____

Contact Information:

- Phone Number: _____
- Email Address: _____

Purpose: This agreement confirms that parents/guardians have received an electronic copy of the Player 1 Academy Parent Handbook and agree to read and follow all policies. Any questions or concerns will be addressed with the Center Director.

Acknowledgment: I, the undersigned, acknowledge that I have received an electronic copy of the Player 1 Academy Parent Handbook. I understand that it is my responsibility to read and follow all policies and procedures outlined in the handbook.

Agreement: I agree to comply with all policies and procedures as described in the Parent Handbook. If I have any questions or concerns regarding the policies, I will address them with the Center Director in a respectful and timely manner.

Communication: I understand the importance of open communication with the Center Director and staff to ensure the well-being and success of my child in the program. I will actively engage in discussions and meetings as needed.

Signature of Parent/Guardian: _____ **Date:** _____

Signature of Parent/Guardian: _____ **Date:** _____

Player 1 Academy Representative: _____ Date: _____