



Pre-School, Kindergarten and Preparatory
6 West Street, Old Harbour, St. Catherine
876-429-6688 | 876-530-3094
nyccdaycare.01@gmail.com

PARENT(S)/CAREGIVER CONTRACT

New York City Daycare, Pre-School, Kindergarten and Preparatory believes that each student has a valuable contribution to make, so we have created an environment where each child has the opportunity to experience success and is encouraged to work to his/her fullest potential.

HOURS OF OPERATION

New York City Daycare, Pre-School, Kindergarten and Preparatory operate Sunday to Saturday for 24 hours. The facility will be closed on all Public Holidays. Specific details of our opening hours are outlined below.

General Full Time - 6am – 6pm

Aftercare - 3pm-6pm | 3pm-5pm on Weekends

Late Aftercare/ Night care - 6pm-6am | 5pm-6am on Weekends

REGISTRATION

Registration can be facilitated online via our website at nyccdaycareja.com/register or by visiting the school's office. Further details regarding registration are also accessible via these mediums. All documents and fees pertaining to child/children MUST be submitted/ paid before child begins school. This includes steps such as filling out a registration form at each term as well as paying registration and re-registration fees.

FEES/REGISTRATION COSTS

Fees are payable in advance. Fees are not based on attendance and time of drop off. Refunds and credits are not available for days your child does not attend unless investigated and discussed. Mandatory fees include registration, insurance, one (1) extracurricular and general tuition fees. Lunch and other extracurricular are optional add-ons.



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Registration

Registration for New Students - \$ 2500

Registration for Returning Students - \$ 2000

Fee Schedule

Age Group	Age Group	Daily (JMD)	Weekly (JMD)	Monthly (JMD)	Per Term
Daycare	0–24 months	2,500	10,000	25,000	
Preschool	2–3 years	2,500	10,000	25,000	
Kinder-Prep	3–6 years	2,500	—	15,000	40,000
Grade 1–3	6+ years	—	—	15,000	42,000
Summer School Incl. Lunch	All school ages	—	7,000	—	

Special Services	Age Group/Class	Rate / Notes
Aftercare (Early) 3-6PM (Weekdays) Ends at 5PM (Weekends)	All Ages	Flat Rate of \$700
Aftercare (Late) After 6PM (Weekdays) After 5PM (Weekends)	All Ages (Internal students)	600/hr. (Weekdays) 700/hr. (Weekends)
Aftercare (Late) After 6PM (Weekdays) After 5PM (Weekends)	All Ages (External students)	700/hr. (Weekdays) 800/hr. (Weekends)
Weekend Care	All ages	3,000 Daily
Night Care	All ages	3,000 Daily



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Insurance Policy

All Students are required to pay an insurance charge of \$1500 annually. This charge is applied to the first interval payment. An example of how the charge would be applied depending on the different payment plans is illustrated below.

Child X attends NYC and pays per term at \$10,000. The first term would be \$11500.

Child Y attends NYC and pays per month at 2000. The first month would be \$3500.

Child Z attends NYC and pays per week at \$500. The first week would be \$2000.

N.B – Figures below are just examples and not the actual current fees.

Cost for School Essentials.

Item Name	Cost
PE. Gears	\$5000.00
School Tie	\$1000.00
Crest	\$1200.00
Sports Gear	\$4500.00

ALL PRICES ARE SUBJECT TO CHANGE. CONTACT SCHOOL OFFICE FOR CURRENT PRICES.



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ABSENTISM/TERMINATION & REFUND POLICY

Termination of Services

A month's notice should be given by either party to suspend or terminate the care of your child. However, should it be deemed necessary for the overall safety and well-being of your child or the other children in our care, the Daycare, Pre-School, Kindergarten and Preparatory reserves the right to immediately terminate the services offered.

Refund Eligibility

No refund will be given for any child without investigation, which may require additional documentation such as a doctor's certificate. Any child absent for more than 2 weeks should present a medical certificate upon return. Please note that if a certificate is not presented, the child must be re-registered.

Medical Absences

Absences of 3 days or more require a medical note from a doctor to qualify for a refund or fee adjustment.

Non-Medical Absences (e.g., Vacation)

If your child/children are already attending our facility and will be absent for non-medical or non-emergency reasons (e.g., vacation) for a period of one week or more, payment of half the time absent should be made.

Note: A letter stating the date and reason for the absence must be presented at least one week in advance. Failure to provide this will result in your child/children losing their spot at our facility.

HOLDING/RESERVING A SPACE

A spot may be reserved for your child/ children upon request with a deposit of 50% of the week's payment. The spot will be held for no longer than five (5) days. This payment is non-refundable, should the child come in or not. If you need the spot to be held beyond five (5) days (depending on availability), then payment **MUST** be made every week.



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OUTSTANDING PAYMENT POLICY

All outstanding payments must be cleared before collecting child's report card / personal effects

AUTHORIZED PERSONS TO PICKUP/LATE PICKUPS

The child will only be released to the person indicated on the Registration Form, therefore the Daycare, Pre-School, Kindergarten and Preparatory needs to be notified verbally or in writing if another person is being allowed to pick up the child.

If the child will be picked up later than the pre-arranged pick-up time, you are to advise the daycare and learning centre. On Weekdays (Mondays-Fridays), **a late fee charged PER HOUR and PER CHILD will apply for pickups after 6:00PM.**

This is regardless of the arrival time within the hour. **On Saturdays and Sundays this late fee is at a higher rate and applies at 5pm.** The school reserves the right to apply the late fee as early as 6:01pm on weekdays and 5:01pm on weekends.

INJURY, ILLNESS AND SICK LEAVE POLICIES

Please advise the school if your child will not be in attendance because of illness. We advise that a child who has a communicable disease for example, fever, infection, diarrhoea, chicken pox or any other type of illness that may be passed on to others are to remain home. In the event the child becomes ill or injured while in our care, immediate arrangements will be made to take the child to the doctor. However, **please note that parents may be responsible for doctor's fees and medications based on injury.**

As previously outlined, insurance coverage is mandatory for attendance to school. Please contact the school's office for any additional information on insurance policies currently offered.

Administration of Prescription Drugs

The Daycare, Pre-School, Kindergarten and Preparatory will administer prescription drugs only under authorization by parent /guardian. These medications must be presented in their original container.



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GENERAL INFORMATION/RULES

Lunch & Snacks

- A hot, nutritious meal is provided for children at a cost.
- Parents are to supply nutritious morning and afternoon snacks including fruit.

Daily Items Required for School and Labelling of Personal Effects

The school provides a checklist and a booklist for all age groups with the items required for day-to-day operations. We encourage that the items contained on the list for the various age groups accompany your child.

This list is available at the school office or on our website. We encourage you to label lunch kits, bags and all other personal effects of your child.

Prohibited Items

Please **DO NOT** bring jewellery, cosmetics and cash.

Toys and Learning Implements

Toys and other items that will aid in the development of your child are provided by the school.

Damages to Personal Effects

Our facility is childproofed to the best of our ability. If your child's personal effects are damaged because of the activities of a caregiver, the Daycare, Pre-School, Kindergarten and Preparatory will replace or repair the item destroyed. However, if damage is due to your child's willful action, it will not be our responsibility to replace the broken or damaged item.

Potty Training

The Daycare, Pre-School, Kindergarten and Preparatory will work in conjunction with you during your child's potty training therefore please inform us of the method being used and we will adopt it.



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I/We Have read and agreed with the policies and requirements of the centre.

**I/We also agree that payments are due according to the school's payment policy.
Our payment policy may be accessed via www.nycdaycareja.com/register.**

Name(s) of Parent(s)/Guardian(s)	Signature(s)	Date (MM/DD/YY)

Name of Representative (New York City Daycare, Pre-School, Kindergarten and Preparatory):

Signature of Representative: _____

Date (MM/DD/YY): ____ / ____ / ____



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School Rules and Policies

SCHOOL RULES

All children are subject to the rules of the school.

- Obedience to teachers is compulsory.
- The person and property of other children and teachers must be respected at all times.
- School property—walls, windows, desks, chairs, books, charts, etc.—must not be marked, smashed, or defaced in any way. Parents will be held liable.
- Students will not be allowed to attend classes without uniforms, except where permission is obtained from the principal.
- Beads are not allowed at school.
- No jewelry is allowed.
- All homework given should be done at home with parental assistance.
- Students should attend school on time.

SNACK TIME

- We encourage kindergarten children to bring their own snacks in appropriate lunch boxes.
- We also encourage parents to send nutritious snacks.
- We discourage "junk" food such as Cheese Trix and sweets.

LUNCH TIME

A cooked meal is provided from 11:30 a.m. to 12:30 p.m.

AFTERCARE

The extended daycare program is managed by some members of staff at an additional cost. Children may stay until 6:00 p.m. latest on Weekdays and 5:00pm on Weekends. After these times, these costs are charged on a per hour per child basis. Activities are provided. If you wish for your child to be a part of this program, please indicate this to the class teacher or principal.



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PARENTS/STAFF MEETING (P.T.A.)

Parents and teachers meet periodically. All parents are required to attend each meeting, as this is when we:

- Make important announcements
- Explain our teaching methods and goals
- Provide the opportunity to discuss your child's progress

APPOINTMENT ISSUES

If you have an issue and wish to talk about it, please call or come in and discuss the matter with the teacher or principal.

PICK-UP AUTHORIZATION

If your child is to ride home with someone other than the parent or usual ride, please notify us with the correct information. We will not release the child to unauthorized persons.

CLOTHING

All kindergarten children are required to have an extra change of clothes in their school bag in case clothes become wet or soiled. All clothes should be clearly marked.

UNIFORMS & DRESS CODE

New York City Kindergarten and Preparatory School has a standardized dress code for the following purposes:

- To train children to dress in a moderate fashion
- To create a positive and disciplined environment in school
- To eliminate offensive fashion
- To create a positive image in the community

UNIFORM

All children must wear the correct uniform to school at all times. Children should wear P.E. gear on days when they have P.E. class. If there is an emergency and the child cannot be properly dressed, a note must be written and sent to the class teacher. All children's clothing and other possessions should be properly labelled.



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UNIFORMS & DRESS CODE (CONTINUED)

BOYS

- Blue pants and white shirt
- Tie
- Black shoes
- Black socks

GIRLS

- Blue skirt and white blouse
- Tie
- Black shoes
- Black socks

DRESS CODE (CONTINUED)

- Hair must be clean and neatly groomed
- Beads are not allowed
- Shoes should be clean, properly laced, and tied
- Children participating in P.E. or athletics must be in the approved uniform

BIRTHDAYS

We are happy to celebrate your child's birthday with his/her classmates during the school day. Please let us know in advance so that adequate arrangements can be made. You will be required to provide the necessary refreshments.

DISCIPLINE

POSSIBLE DISCIPLINARY/CORRECTIVE MEASURES

- Making an apology
- Time out
- Counseling
- Teacher-parent conference / calling parents
- Praise and rewards for doing the right thing

Our institution is strictly against corporal punishment as a means of managing children's inappropriate behaviour. Parents are not allowed to inflict corporal punishment on the school compound.



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STATEMENT OF DISCIPLINE

New York City Daycare, Kindergarten & Preparatory is a school that offers high-quality training. However, it is not designed to be a correctional institution for problems beyond those usually encountered in average schoolchildren.

Our only means of discipline is “time out”, which is to place students on probation for a reasonable corrective period. We reserve the right to dismiss any child who does not cooperate with the total educational process.

I recognize that New York City has highly qualified, trained staff, and I have confidence in their ability to perform the educational functions required for my child’s development. Building a strong relationship with my child’s supervisor is as much my responsibility as the school’s. I will cooperate with the school in matters of discipline and accept their judgments in these matters.

I will lay a foundation through example at home, follow through with any homework, assignments, or forms to be signed, and ensure my child arrives at school on time. I will help train my child to respect school property and will pay for any damage or abuse. I will attend all parents’ functions and assist in publicizing the school and its programs to others. It is my intention to abide by the administration’s decisions and support the school’s discipline policies.