



# Cornell Child Care Center

## PRE-ENROLLMENT REGISTRATION FORM

Thank you for your interest in the Cornell Child Care Center. Choosing a quality childcare program is one of the most important decisions you will make. We take your decision seriously and are committed to living up to the important responsibility of caring for your child. If you could like more information about our waitlist and enrollment processes please visit our website: <https://child-care-preschool.brighthouse.com/ny/ithaca/cornell> Part of our enrollment process includes confirming your affiliation with Cornell. If the verification of affiliation is provided along with the pre-enrollment registration form, our verification process is expedited significantly.

**To register, please return this completed form to:**

**E-mail:** [cornell@brighthouse.com](mailto:cornell@brighthouse.com)

**Fax:** (607) 255-0814

**Child Information:**

Legal Name: \_\_\_\_\_ Gender: (M)/(F) Date of Birth/Due Date: \_\_/\_\_/\_\_  
 Legal Name: \_\_\_\_\_ Gender: (M)/(F) Date of Birth/Due Date: \_\_/\_\_/\_\_

**Parent/Guardian Information:**

Name: _____	Name: _____
Relationship: _____	Relationship: _____
Address: _____	Address: _____
Email Address: _____	Email Address: _____
NETID: _____	NETID: _____
Home/Cell Phone: _____	Home/Cell Phone: _____
Company Name: _____	Company Name: _____
Company Phone: _____	Company Phone: _____

<p><b>Cornell Status (Check one)</b></p> <p>Academic Staff      Non-Academic Staff</p> <p>Faculty                Post Doc Associate</p> <p>Student check one: graduate or undergraduate          _____ Department</p>	<p><b>Cornell Status (Check one)</b></p> <p>Academic Staff      Non-Academic Staff</p> <p>Faculty                Post Doc Associate</p> <p>Student check one: graduate or undergraduate          _____ Department</p>
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**Scheduling Options- please highlight or circle one of the following:**

Monday-Friday (5 Days a week)	Full Day (7am-6pm)	Morning Only (7am-12pm)	Afternoon Only (1pm-6pm)
Monday, Wednesday, and Friday (3 Days per week)	Full Day (7am-6pm)	Morning Only (7am-12pm)	Afternoon Only (1pm-6pm)
Tuesday and Thursday: (2 Days per week)	Full Day (7am-6pm)	Morning Only (7am-12pm)	Afternoon Only (1pm-6pm)

What date would you like enrollment to begin? \_\_\_\_\_

How did you hear about Bright Horizons? \_\_\_\_\_

***We will do everything possible to meet your needs, but we are unable to guarantee start dates. Enrollment is based upon availability and is subject to priority enrollment rules of the Center.***

Please enclose a check for \$25 and return it to: Cornell Child Care Center 150 Pleasant Grove Rd., Ithaca, NY 14850

\_\_\_\_\_  
(Parent/Guardian's Signature)

\_\_\_\_\_  
(Date)



**Cornell Child Care Center  
Enrollment Waiting List Policies and Procedures**

Child's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Date of Birth/Due Date: \_\_\_\_\_

When your \$25 check, pre-enrollment form and waitlist policy and procedure form is received, you will be placed on a waiting list. You will be contacted regarding the availability of space and the enrollment process. Prior to enrollment, a member of administration will schedule a time for you to meet with your child's primary caregivers to learn more about the program and develop a transition schedule for you and your child.

***Please initial each statement to indicate that you have read and discussed it with a member of the Cornell Child Care Center staff:***

\_\_\_\_\_ The Cornell Child Care Center is currently full. There are no spaces immediately available at the Center.

\_\_\_\_\_ To join the Enrollment Waiting List, families must complete a pre-enrollment registration form and submit a \$25 non-refundable registration fee. This fee in conjunction with the registration form and this signed document guarantees the child a spot on the waiting list.

\_\_\_\_\_ Children are placed on the waiting list based on the date their application is received and move up the waiting list as spaces become available in their age group.

\_\_\_\_\_ The \$25 non-refundable Enrollment Waiting List deposit **does not guarantee** a child a spot at the Cornell Child Care Center. It is possible that the number of children exiting the center will remain lower than the number of children awaiting placement.

\_\_\_\_\_ It is the responsibility of the family to provide Cornell Child Care Center with updated information any time their contact information (address, phone number, and/or email address) changes, so that the Center can contact them should an opening arise.

\_\_\_\_\_ Families are welcome to contact the Center periodically by phone or email to obtain updated information about their child's placement on the waiting list.

My signature indicates that the preceding policies have been explained to me in full.

\_\_\_\_\_  
Name of parent/guardian (printed)

\_\_\_\_\_  
Signature of parent/Guardian

\_\_\_\_\_  
Name of CCCC representative (printed)

\_\_\_\_\_  
Signature of CCCC representative

\_\_\_\_\_  
Date