



## Cornell Child Care Center

### PRE-ENROLLMENT REGISTRATION FORM

Thank you for your interest in the Cornell Child Care Center (CCCC). Choosing a quality child care 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. Please visit <http://child-care-preschool.bright Horizons.com/NY/Ithaca/Cornell/Frequently-Asked-Questions/> to learn more about our waitlist and enrollment processes. 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 CCCC**

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

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

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Parent/Guardian Information:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Net ID: \_\_\_\_\_

Net ID: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Company Phone: \_\_\_\_\_

#### Cornell Status (Check one)

Academic Staff      Non Academic Staff  
Faculty              Post Doc Associate  
Student check one : graduate or  
undergraduate  
\_\_\_\_\_ Department

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#### Scheduling Options- please circle one of the following:

Monday-Friday:      FULL DAY      AM ONLY      PM ONLY

Monday, Wednesday, and Friday:      FULL DAY      AM ONLY      PM ONLY

Tuesday and Thursday:      FULL DAY      AM ONLY      PM ONLY

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**

Name of child: \_\_\_\_\_ Birthdate: \_\_\_\_\_

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, the Center Director will schedule a time for you to meet with your child's primary caregivers to learn more about the CCCC program and develop a transition schedule for you and your child. The Director will review the parent/guardian policies/procedures and enrollment forms at that time.

***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. Additional information can be obtained in the FAQ section on the Center's website  
[www.brighthorizons.com/cornell](http://www.brighthorizons.com/cornell)

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