



**Student Information:**

Last Name		First Name		M.I.	Age
Birthdate ___/___/___		Date of Enrollment ___/___/___		Desired Start Date ___/___/___	
Primary Hours of Care _____ am to _____ pm			Gender: Male Female		
Address					
City			State		Zip
Nickname					

**Family Information:**

Child Lives With	Mother	Father	Both	Other	
<b>Parent 1</b>			<b>Parent 2</b>		
Full Name			Full Name		
Email			Email		
Cell Phone			Cell Phone		
Work Phone			Work Phone		
Address			Address		
City		Zip	City		Zip
Which parent would you like us to contact first in case of emergency or illness?					
Are you or your significant other affiliated with Bozard Ford Lincoln or Ford's Garage?				Yes	No

**Emergency Contact:** In the event of illness, accident or emergency, the custodial parent or legal guardian will be contacted first. The following person(s) will be contacted **and are authorized to remove the child listed above from the facility** in the case the custodial parent/legal guardian cannot be reached. You must have at least one emergency contact who can be on site within an hour. A Driver's License will be required for pick up.

Last Name		First Name		Phone		
Street		City		State		Zip
Relationship to child						

Last Name		First Name		Phone		
Street		City		State		Zip
Relationship to child						

**Approved Pick Up:** These are people who may pick up your child in addition to the emergency contacts but are not called during an emergency. (Babysitters, out-of-town family, friends, etc.) Use the back to list additional names.

Last Name		First Name		Phone	
Relationship to child					

Last Name		First Name		Phone	
Relationship to child					



**Emergency Plan:**

Pediatrician Office	Doctor Name	Phone
Address	City	Zip
Insurance Company	Policy #	Last DTP/Tetanus

*I hereby give my consent for the nearest hospital to administer any and all necessary treatment to my child, \_\_\_\_\_, in the event of an emergency or immediate care is necessary. I give consent for my child, \_\_\_\_\_, to be transported by ambulance or emergency services as warranted by the situation.*

\_\_\_\_\_

**Parent Signature/Legal Guardian** **Date**

<i>Please list any known allergy or any dietary concerns.</i>
<i>Are there any special accommodations you feel we need to put in place to help best meet your child's needs?</i>
<i>Emergency Care Instructions (if applicable): does your child have an inhaler, medicine on file, commonly have hives, seizures, etc.</i>

**Department of Children and Families Requirements:**

- Sections 7.1 and 7.2 of the Child Care Facility Handbook require a current physical examination (Form 3040) and immunization record (Form 680/681) before enrollment. A student with expired records CANNOT attend.
- Section 7.3 of the Child Care Facility Handbook requires that parents receive a copy of the Child Care Facility Brochure "Know Your Child Care Facility." (CF/PI 175-24)
- Section 2.8 of the Child Care Facility Handbook requires that all parents are notified in writing of the disciplinary and expulsion policies used by the childcare facility.

***Your signature below indicates you have received the items (Parent Handbook, Enrollment Application, Enrollment Agreement, Know Your Facility Handout, Discipline Policy and other registration forms). Your signature below also indicates the information on this enrollment form is complete and accurate to the best of your knowledge. Your signature additionally authorizes the staff at this facility to access your child's records on site.***

\_\_\_\_\_

**Parent Signature/Legal Guardian** **Date**



**Meals and Milk Standard:**

I understand that *The Bird's Nest Day School* does **NOT** provide lunch to the children enrolled in their program. It is my responsibility as a parent to provide healthy food in a labeled lunch box for the entire day. Per DCF licensing, we are required to ensure all children receive appropriate portions of each food group as determined by the USDA. Please pack your child's lunch accordingly. Please see the suggested lunch options if you are not sure what to pack. Please refer to your child's teacher for how much to pack.

**Photography Release:** *Please initial by your choice*

Your child's privacy is important to *The Bird's Nest Day School*. Your child's pictures will not be posted, used or shared by *The Bird's Nest Day School*, website or other outlets, **without** your permission. To streamline this process, please read the options below and select which best fits your family.

\_\_\_\_\_ My child may be photographed during the day-to-day activities and celebrations. The pictures **MAY** be used for the promotion of *The Bird's Nest Day School* on their website, social media, printed materials, and other outlets.

\_\_\_\_\_ My child may be photographed during day-to-day activities and celebrations. The pictures may be shared with parents through the parent communication app only. My child's photos **may not** be used for promotional materials, the website, social media, printed materials, or other outlets for *The Bird's Nest Day School*.

\_\_\_\_\_ My child **may not** be photographed while in the care of *The Bird's Nest Day School*. I understand that this will prevent my child from having photos in the parent communication app.

I have carefully read the choices above and initialed the option that best suits my family. If at any time, our wishes change, I will notify the Director in writing.

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**Parent Signature/Legal Guardian**

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**Date**

**Special Treat Release (eligible once your child is 1 year old and above):**

Special occasions may also mean special treats or snacks. Examples of special occasions include but are not limited to, birthday celebrations, themed parties, holiday treats, ice cream truck and popsicles. Please initial the option that best suits your family when another child/family brings in a special treat or a teacher plans a special themed day.

\_\_\_\_\_ My child can participate fully, enjoying the snacks or treats brought in for that day.

\_\_\_\_\_ My child is only allowed to participate if I am notified of the specific treat. I understand this notification may be through a phone call or parent communication app message.

\_\_\_\_\_ My child may not be **NOT** allowed to partake in the special treats for any occasion.

I have carefully read the choices above and initialed the option that best suits my family. If at any time, our wishes change, I will notify the Director in writing.

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**Parent Signature/Legal Guardian**

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**Date**



**Non-Refundable Fees:**

While no payment is required to be on the waitlist for a space at *The Bird's Nest Day School*. However, once we have established a timeline for a start date the registration fee, supply fee and first week's tuition are due. Payment can be taken over the phone, in person or a check by mail. These fees are non-refundable, and my child does not have a space saved at *The Bird's Nest Day School* without this payment. If you are on multiple waiting lists and decide to go with another center for your childcare, these fees are absorbed by *The Bird's Nest Day School* and will **NOT** be returned to you.

I understand the policy on non-refundable fees to guarantee my child's space at *The Bird's Nest Day School*

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**Parent Signature/Legal Guardian**

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**Date**

**Health and Wellness:**

Children in daycare are unfortunately, going to be exposed to many common childhood illnesses that spread rapidly. Due to the sharing of space, we know that childhood illness can spread quickly. To help prevent the spread of childhood illnesses; we will send students home, clean the affected room, and notify the parents in that classroom once we have a confirmed diagnosis. Children will be sent home for fever (100.4 or higher), throw up, diarrhea, spreading rash, general malaise in combination with runny nose and low-grade fever. They may not return for at least 24 hours. To return a child must be symptom free without medication. Pink eye and unexplained rashes require a doctor's note to return to school. Other instances may require a doctor's note and will be left to the discretion of the director. All students who are being sent home must be collected within the hour to help prevent the spread of illness. We are able to administer continuing antibiotics in the original packaging (box and all) with a doctor's note.

I understand the wellness policy for *The Bird's Nest Day School* and assume responsibility for the risk of illness my child may be exposed to at the center.

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**Parent Signature/Legal Guardian**

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**Date**

**Payment of Services:**

Payment for your childcare is due the first of the week (Monday) or the third of the month. Payment can be taken by cash, check, or automated debit/credit. You can make a payment online through our website. Late fees are assessed on Tuesday each week or the fourth of the month through an automated system.

Vacation weeks run from August to August. You are allowed two half rate weeks or one free week throughout the year. Two weeks notice must be given for the use of vacation weeks.

I understand late fees cannot be reversed and my child may be turned away from care without timely payment.

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**Parent Signature/Legal Guardian**

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**Date**



### ***The Bird's Nest Day School Discipline Policy:***

We believe a child in an environment of love, trust and respect will gain self-discipline and the desire to learn and succeed in a positive way. We request that parents take a proactive role in their child's school experiences.

Parents/guardians and staff must be united and consistent. Any unsafe or disruptive behavior exhibited by children or parents, and/or parents being uncooperative or unsupportive of the decisions made on behalf of The Bird's Nest, may result in immediate dismissal of the child. All discipline will relate to the action and be addressed without prolonged delay to help develop the relationship between actions and the consequences.

#### ***Biting and Hitting***

Biting and hitting can be an expression of communication in young children, especially those with limited verbal skills. These are two powerful ways to exhibit control and express frustration. Studies show that by the age of three (3) these actions mostly disappear. While hitting and biting are considered typical behaviors for young children (6 weeks-2 years) it is detrimental to the safety and wellbeing of children and staff. Each case will be handled on an individual basis and at the discretion of the director. An accident/incident report will be completed for each occurrence.

In general, the biting policy is as follows, in one school day:

- First event: Incident report and conversation with student by teachers
  - Teachers will also position child/self to help prevent any further incidents
- Second event: Incident report and parent phone call
  - Teachers will keep student beside them as often as possible
- Third event: Incident report, parent phone call and the student removed for remainder of day
  - This is due to student safety, your student may return the next day
- Long term consistent occurrence: Parent meeting with the director and a behavioral plan put in place
  - Patterns will be discussed, and we will work together to help the student gain communication skills to deter this behavior
- Continued incidents with no improvement may result in expulsion from The Bird's Nest

Toddlers begin to learn self-control by observing natural consequences of their behavior. Teachers will act preventatively and intervene when a problem occurs. They will use redirection to guide more appropriate behavior/language or change up the location of the child (new center, different spot, different activity). Language (verbal and sign) is cultivated and utilized to help toddlers begin to recognize and identify their emotions and appropriately handle them in a socially acceptable manner. Students of *The Bird's Nest* will be encouraged to learn problem-solving skills and become self-corrective in their behavior (age appropriately). We will give opportunities to choose alternatives, help in the identification and recognition of logical consequences (positive and negative), and help with creative solutions by probing with questions and answers.

In all instances the goal is to extinguish the negative behaviors and replace them with positive behaviors so that the child and classmates may participate fully with their peers!

#### ***Expulsion***

The Bird's Nest will focus on the individual needs of the child and implement as many strategies as needed to help your child be in a successful learning environment. There may be instances where The Bird's Nest is just not the best fit to serve your child's needs, or your child could pose a serious threat to the well-being of classmates in our care. We will do everything in our power to avoid expulsion. However, we must ensure the safety of all our students and teachers. When

# the BIRD'S NEST

this safety is jeopardized, expulsion is a possibility and will be at the discretion of the director/owner. There will be no refund of tuition if your child is dismissed, and any unpaid balance must be paid in full.

## *General Discipline*

Students and Parents are expected to adhere to the school discipline policy and the consequences for actions.

- Follow direction within a reasonable amount of time
- Be polite and use manners
- Respect the property and rights of other children, staff, and school
- Handle school property and materials with care
- Keep body parts to yourself
- Use age-appropriate problem-solving strategies (adult support as needed)

Consequences at The Bird's Nest will always consider the child's development stage, age, and personality. No child will be removed from a situation, classroom, activity for longer than their age (A 2-year-old will be out of an activity for no more than 2 minutes). Teachers will work with children to rectify the situation, reviewing rules, and merge the child back into their activity/group. These instances are teachable moments in social/emotional education and will be used as such.

- Redirection/Discussion
- Reminder of rules/verbal warning
- Contemplation station away from student or activity
- Break from the classroom with the Director
- Parent notification
- Probationary plan set in place
- Expulsion/suspension

Please review the steps below with your child to reinforce communication between peers as is age appropriate.

- Use words to express emotions (frequently model emotions with your child)
- Ask for help from an adult
- Move to a different area/activity
- For those learning to talk, label feelings as much as possible to help their language acquisition
- Sign Language, focus on communication signs (please, thank you, finished, more)

Role playing situations of sharing, playing together, following directions (kids LOVE to give the directions), waiting patiently, etc. can be greatly beneficial.

**Corporal Punishment:** No child will be subject to physical or corporal punishment, humiliated, frightened, verbally abused, denied food, rest, or bathroom facilities as a form of punishment. Children will never be disciplined for toileting accidents, sleep habits or food consumption. Any violation of this policy should be reported to the director immediately.

Teachers at The Bird's Nest manage behaviors in their classroom in a non-punitive, age-appropriate manner. They receive on-going training in areas of discipline, classroom and behavior management.

Your signature below indicates you have read through and understand the discipline policy for *the Bird's Nest Day School*. It also indicates you agree to be a partner with the staff/administration and agree to abide by the conditions stated above for as long your child is enrolled.

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**Parent Signature/Legal Guardian**

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**Date**

# the BIRD'S NEST

Transitioning to a new space can be scary. We want to ensure we know as much about your child and their daily schedule to make their transition as smooth as possible. Please complete the information below to the best of your ability and let us help ease any anxiety the first few days may bring. *We do require you to come in prior to your enrollment date to sit in the classroom with your child and meet our teachers. This helps everyone ( 30 min. or so)!*

How many meals a day does your child usually eat?

How many snacks a day does your child usually eat?

What are some of your child's favorite foods?

What is your child's typical sleep routine? What do they need to feel comfort at nap time?

How long does your child usually nap? How many naps in your child's normal day?

Does your child have any words or signs we can build upon? Are there language others than English spoken at home?

What are some things your child loves? What toy(s) hold their interest the longest?

Does your child have any known allergies or common habits we should know about? (ex. frequent spit ups, unusual diaper habits, calming techniques, high lipase, reflux)

What interaction (if any) with other children does your child typically have? (playdates, family, babysitters, church, etc.)

Any cultural or religious observations you would like us to be aware of?

What else do we need to know about your precious little birdie to try show them love as well as you do?