

Robin's Nest Parent Check List

I need these things the day you start at Robin's Nest:

Please take the time to go over this check list & check off the items you turned in to Robin's Nest at the time of enrollment.

- Deposit for 1 weeks tuition: Can divide over 5 weeks if need to.
- Orientation check list
- Read over & sign contract.
- Signed rate sheet.
- Contract agreement: Fill in time & days!
- Enrollment record
- Birth Certificate within 30 days _____ Reminder _____ State notified _____
- Parent consents form (DCFS)
- DCFS verification form
- Emergency Medical consent form.
- Sick policy.
- Authorization to pick up form.
- CCR paperwork
- Food paperwork
- Infant feeding agreement
- Health form: on state form.
- Shot records: a copy will be fine.

I understand by signing this form that I will provide the above needed paperwork within 30 days of the date of this form to avoid the 35.00 per month administration fee. These are forms required by the state for compliance.

Parent signature: _____ **Date:** _____

Robin's Nest Sick Policy

Robin's Nest understands that children will have stuffy noses & coughs. Some children have allergies and constantly have runny noses. We do ask that if you child has had any of the following symptoms, please keep your child home. This is the best way to keep the staff healthy to care for your child & keep other children from getting sick. **If your child comes to daycare & we call you to pick up your child, you have 1 hour to make arrangements. After 1 hour, there is a 2.50 per 15 minutes.** Please help us keep sickness down at Robin's Nest.

Please do not bring your child to the center with any of these symptoms or illnesses listed here:

- **Fever of 101 or more**
- Ring Worm
- Head Lice
- Impetigo
- Chicken Pox
- Pink Eye
- Strep Throat
- Discharge from eyes
- Severe cough: sound croupy or whooping.
- Difficulty in breathing:
- Bacterial Meningitis
- Sore throat/trouble with swallowing.
- Spots/rashes on body.
- Vomiting*** this is a big one. If your child was throwing the night before:
Please do not bring your child!
- Severe head aches.

Here is a good rule of thumb: If your child needs tylenol or cold medication, they should probably be at home with you. **We can not give your child medications without a signed medical form from your physician.**

**If your child needs a prescription, ask your pharmacist to spilt the medication into two labeled bottles. One for home & one for daycare. This will help in leaving medications at school & your child not getting the medications as prescribed by your doctor.

Please be sure to sign in your child's medication daily to be given at school. We can not give medication if it has not been signed in by you and permission to be given by both you and your doctor. Please see attached form.

Parent Signature: _____ **Date:** _____

Robin's Nest Authorization to Pick up Form

Please list any family member, friend, co-worker that may be picking up your child. If there is a parent that is not allowed to pick up the child be sure to note that also. (Please highlight)

Child's name _____
Mom's name _____ *Dad's name* _____
4 Digit Code for parents _____

4 Digit code to be used by any of the following people I have authorized to pick up my child. _____

I authorize the following to pick up my child/children:

<i>Name</i>	<i>Address</i>	<i>Phone</i>
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

This person can pick up my child on certain days according to court ordered parenting time: _____

Times/days allowed:

Robin's Nest Emergency Medical Release

I, _____ being the parent or legal guardian of _____ give my consent for emergency medical and surgical treatment of this minor by a licensed physician should his/her condition so require it in my absence. I understand that in such a case reasonable attempts would first be made to contact me, time & condition permitting. As long as the medical or surgical treatment considered necessary in the situation is in accordance with generally accepted standards or medical practice for the particular type of injury or illness involved. I impose no specific limitations or prohibitions regarding treatment other than those that follow:

My child is allergic to these medications: _____

My child takes these medications on a regular basis:

Mom's name: _____ Dad's: _____

Home address: _____

Home number: _____

Work number: _____

Pager/cell: _____

Work address: _____

Other Emergency contact Name: _____

Address: _____

Phone (____) _____ Work phone (____) _____

I also understand children play & do sometimes get hurt by tripping, falling off play equipment & other various activities. I/we will not hold Robin's Nest responsible for medical attention needed in such a case unless the licensing finds the center negligent.

I do not have medical Insurance _____

I have medical Insurance _____ ***please provide a copy of your card or print out insurance information.***

Hospital Coverage information/choice: _____

Address: _____ *Phone:* _____

Dentist Coverage information/choice: _____

Address: _____ Phone: _____

Doctor coverage information/choice _____

Address: _____ Phone: _____

Parents signature _____ Date _____

Robin's Nest Contract Agreement

This form allows Robin's Nest staff to be prepared for your child's day by planning for the proper number of staff, food & academic materials. The times noted here are very important and need to be carefully considered when you fill out and sign this agreement.

Date filled out _____

Date contract becomes effective _____ (starts the Monday after receipt)

I agree that my child/children _____ will be enrolled at Robin's Nest Learning Center for _____ days per week. The days I have reserved are _____. (varied or drop in) circle if applicable. Any other days not noted here will be billed at drop in rate of _____

The hours of care I need are _____ - _____. I understand anything outside these hours will add an additional fee as outlined in our drop in rates.

My weekly tuition is _____ due the first day my child attends Robin's Nest to avoid the 20.00 per week late fee. Tuition per day is _____. My transportation fee is _____. The total weekly amount due on Monday is _____. In the event there is no school and your child is school aged, you would add _____ to the weekly amount on the Monday of the week the full day is used.

Any variance of the scheduled times and days needed as outlined in this contract need to be submitted two-weeks in advance in writing in the tuition box to avoid drop in fees. This would include: switching days, vacation requests, termination of contracts, change of days or times & transportation needs outside of agreed school runs. *Please note these requests are based on staff availability and current ratios. Robin's Nest is very full and we do our best to accommodate schedule requests with proper planning.*

A two-week notice is required to change and or terminate care. If no notice is given, the deposit of _____ will be forfeited and any outstanding balance is subject to the weekly late fee until balance is paid or a written payment plan is signed. In the event this account goes to collections, there is a \$150.00 collection fee that will be added and the account will go to collections and court for

resolution. This is a last ditch effort. We will work with you. The deposit left here will be you last week of tuition with a two-week written notice. **All notices, changes take effect the Monday they are received. We only open our box on Monday nights after closing.**

If this form has been signed as a means to hold a spot, a deposit of the total weekly amount is required and is not refundable.

Parent Signature _____ Date _____

Director Signature _____ Date _____