

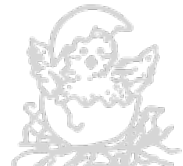


Robins Nest  
learning center

# PARENT HANDBOOK & POLICY AGREEMENT

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## **CENTER HANDBOOK CONTRACT AGREEMENT**

If you would like additional copies of the full contract, it is available for download through our website; [robinsnestlearningcenter.com](http://robinsnestlearningcenter.com).

There is also a copy of the contract posted at the parent board for your reference.

\_\_\_\_\_ 1) I have been invited to come to the class with my child and interact with the other children and the teacher.

\_\_\_\_\_ 2) I was given a parent orientation to procedures, policies and how the program works on a day-to-day basis.

\_\_\_\_\_ 3) I was given a welcome letter, which has sign in/out procedures and my child's teacher's biography.

\_\_\_\_\_ 4) I have been invited to contribute in my child's educational experience here at Robin's Nest through volunteering in the classroom, providing services that I have to offer the community, be a guest speaker, and attend parties/events and any other contribution that the director and I can arrange that meets the needs of the class/center.

5) Robin's Nest provides screening for all children enrolled in our program from ages birth to 5 years old. I give Robin's Nest permission to do these screenings annually.

\_\_\_\_\_ 6) If an outside therapist is needed I understand that Robins Nest insurance does not cover that therapist and I give Robins Nest permission to allow for my child to work one on one with the therapist where there is no supervision provided by Robins Nest.

\_\_\_\_\_ 7) Parent/Teacher conferences are held in November & May and any other time that fits my family's schedule as requested in writing or with a phone call. I agree to provide input on goal setting for my child and will assess the conference with the survey form provided.

\_\_\_\_\_ 8) I agree to fill out an annual evaluation of RN in October.

The purpose of this evaluation is to give the administration input to support my child's learning and improve facilities or operations. I can do this evaluation anonymously by dropping completed form into the tuition box.

\_\_\_\_\_ 9) I have read and understand Robin's Nest Contract Handbook. I am leaving a non-refundable \$50.00 administrative fee to have my child's file and web cam information entered into a computerized system.

\_\_\_\_\_ 10) Medical forms, food program paperwork, enrollment paperwork need to be updated annually to maintain compliance. Please provide updated medical forms and immunizations within 30 days to maintain RN compliance. After 30 days, there is a \$35 file fee reminder attached to your ledger with new forms that are needed for your child's file.

\_\_\_\_\_ 11) All payments are due by Monday at closing. All payments will be run on Mondays to maintain the Monday-to-Monday book keeping.

\_\_\_\_\_ 12) I have no questions about payment requirements. Tuition Express will automatically pay for my tuition through ACH with no additional fees. My rate is determined by what is outlined on the contract agreement and any other activities, out of school days reserved that I sign up for. *(Note: The Tuition Express form is located under forms at [robinsnestlearningcenter.com/enroll](http://robinsnestlearningcenter.com/enroll).)*

\_\_\_\_\_ 13) I understand I can pay my bill anytime at Myprocare.com *(Note: The Myprocare paperwork is located in the Child Information Packet.)*

\_\_\_\_\_ 14) There is a credit card option for Tuition Express. I agree to pay \$3.00 credit card fee if I choose to use this method of payment to cover expenses charged to the school to use a credit card.

\_\_\_\_\_ 15) There is a \$3.00 per transaction surcharge added to my account if I opt out of Tuition Express to cover the book keeping time that is required to manually submit checks to the bank and reconcile family ledgers outside of the childcare software. Please checks & money orders only.

\_\_\_\_\_ 16) I will provide my Contract Agreement upon my child's first day at Robins Nest, which specifies days and times that my child will be attending RN. Any days outside this contract will be billed at drop in rates that are noted on the rate sheet available at [robinsnestlearningcenter.com/enroll](http://robinsnestlearningcenter.com/enroll) and are due the day I drop my child off to avoid late fees. *(Note: The Contract Agreement is located at [robinsnestlearningcenter.com/enroll](http://robinsnestlearningcenter.com/enroll).)*

\_\_\_\_\_ 17) Robin's Nest does offer extended hours of care that is billed at an hourly rate. \$8.00 for infant/toddler care & \$7.00 for pre-school & older. Extended care is considered any time before or after 6:00am-6:00pm.

\_\_\_\_\_ 18) I will leave a nonrefundable deposit prior to my child's first day, that will be applied to my last week of a two-week notice. If I don't give a written notice, or get behind and childcare is terminated; I forfeit that deposit. If I am unable to pay the full deposit, I agree to make payments that will be divided over a 5-week period.

\_\_\_\_\_ 19) I understand that Robin's Nest is not responsible for any cash brought into the center. Please pay all tuition, field trips and co-pays by check or cashier's check in case lost or misplaced.

\_\_\_\_\_ 20) I understand there is a \$5.00 supply fee due the first of the month for each child enrolled. This money is spent on activities, supplies, holiday gift for parents, party supplies an anything extra the teacher in that class needs for that month. Receipts are provided monthly and posted at the parent board. If this additional fee creates a finical hardship for your family, please put a written request to have this fee waived.

\_\_\_\_\_ 21) I understand that Robin's Nest clock is the time that we are billed at and I will set my clock to reflect that time for no misunderstandings.

\_\_\_\_\_ 22) I understand that bookkeeping is done Monday nights at closing and payments received after that time will be considered late.

All bookkeeping is done Monday-to-Monday.

\_\_\_\_\_ 23) Tax forms are available at Myprocare.com Tax forms are sent electronically and I will provide an email to obtain this document. You can also get year-end statements at myprocare.com.

\_\_\_\_\_ 24) I understand that failure to give a two-week notice will forfeit my deposit & will make me liable for 2-weeks of tuition plus collection costs starting at \$150.00 plus attorney & court costs. I understand a copy of this contract will be emailed to me upon completion of this form and if I do not receive a copy I understand it is my responsibility to contact Robins Nest to provide a copy.

\_\_\_\_\_ 25) I understand that I must provide Robin's Nest a copy of my child's birth certificate to be in compliance with the Missing & Exploited Act of 2010. Failure to provide that birth certificate could result in action from the state. Robin's Nest will charge \$35.00 per month until file is complete. Please check file folder daily for any missing items that are needed.

\_\_\_\_\_ 26) If I need to change my hours, number of kids, or days it may change my rate to the most current rates. If you are working with CCR, your rate will be determined by the contract available when CCAP ends. Phone calls or a note written on parent sheet is NOT a written notice.

\_\_\_\_\_ 27) All notices pertaining to my contract will be put in the tuition box for proper credit or I will email to moore42601@gmail.com and become effective two Mondays after receipt.

\_\_\_\_\_ 28) I will put all medical forms, CCR paperwork, vacation requests, termination of child care, questions, evaluation forms, food paperwork, missing file info or anything I do not want to get misplaced put inside the tuition box.

\_\_\_\_\_ 29) I understand the medical forms need to be updated every 2 years to be complaint by the DCFS requirements. I agree to provide a new medical form within 30 days of the expiration date. Failure to turn in needed medical form will result in a \$35.00 admin fee until turned in. Children's files are checked monthly for compliance.

\_\_\_\_\_ 30) I understand Vacation time used needs to be submitted in writing two weeks in advance & emailed to moore42601@gmail.com to get vacation credit. Vacation time cannot be used as part of a two-week notice and it is time that my child will not be in attendance at RN. Vacation credit will be given if family ledger does not have a balance. Vacation time is good 3 months after my child starts and annually based on enrollment date.

\_\_\_\_\_ 31) A two week-notice and contract changes starts two Mondays after notice was received. Please put all notices in tuition box. Both need two weeks and will be verified in writing by myself.

\_\_\_\_\_ 32) I understand that drop in care needs to be paid for when reserved. If my child ends up not coming, I understand I will pay for that time reserved. Robin's Nest keeps one

spot open in each class for drop-in care. Drop-in care is due the day care was used to avoid the \$20.00 per week late fee assessed.

\_\_\_\_\_ 33) I understand there is a posted contract at the information board. I understand that a one-month notice is needed to change my written contract and I will be informed of that change in writing. I also understand that I do not need to sign anything to enforce that contract as long as it does not affect my rate.

\_\_\_\_\_ 34) I have been shown the Robin's Nest Contract Handbook pg. 20 that has illness information and Sick Policy available to me the parent to read and understand any illnesses that has been posted on my child's door.

\_\_\_\_\_ 35) RN uses Terminix to spray for pests inside/outside of the school on weekends when children are not present. RN believes the best pest control is proper cleanliness, sanitization and proper sealing of entrances into the building by pests.

\_\_\_\_\_ 36) I understand that all accident reports and other pertinent information is located in my file folder and it is my responsibility to check that file folder daily. RN uses text messaging to send pictures & information about fevers & accidents to parents. I understand how important it is to have up to date contact information.

\_\_\_\_\_ 37) I understand all holidays noted in contract are paid in lieu of my free week of vacation or two half weeks' vacation credited weeks.

\_\_\_\_\_ 38) I give Robin's Nest permission to take my child on any field trip that I have signed my child up for. If I do not pay for my child to go on that field trip, my child could be removed from the list to go.

\_\_\_\_\_ 39) I give Robin's Nest permission to take my child is area assisted living homes to perform, play games and read to our older generation. A sign will be posted that week and posted on Facebook. If I do not want my child to attend I will note that on parent communication board.

\_\_\_\_\_ 40) I give Robin's Nest permission to take my child to Marion High School to practice for the Christmas show. Date and time will be posted in advance on Facebook & at sign in & out white erase board.

\_\_\_\_\_ 41) Robin's Nest closes at 2:00p.m. on Christmas Eve & New Year's Eve. We are closed Christmas, New Years, Thanksgiving & day after, Memorial, Labor, 4th of July.

\_\_\_\_\_ 42) We close at 4:30p.m. on Halloween & the night of our Christmas show. Pick up after this time incurs the \$1.00 per minute late fee.

\_\_\_\_\_ 43) I understand RN closes at 6:00pm and earlier on the days noted above. I understand there is a \$1.00 dollar per minute per child late fee assessed for late pickups. If I am running late I will call the center to let them know.

\_\_\_\_\_ 44) I give Robin's Nest permission to transport my child to school in vans/buses that are insured by the center.

\_\_\_\_\_ 45) I understand there are no refunds on excursions.

\_\_\_\_\_ 46) There is a \$40.00 return check fee. I will pay the face value of the check plus return check fee within 48 hours or pay the \$20.00 per week late fee on top of that total. Post-dated checks are considered late.

\_\_\_\_\_ 47) I understand the importance of signing in & out at Robin's Nest. If I forget to sign in or out, Robin's Nest computer will sign in my child at 12:00am or sign my child out at 7:59pm. There is a \$15.00 fee for not signing in/out.

\_\_\_\_\_ 48) I have been walked through the sign in/out procedures, file location, manual sign in/out board, tuition box, and parent information board and have been given a guided tour of the center and my child's teachers.

\_\_\_\_\_ 49) This is a state regulation and only an adult of 16 years or older can sign my child out and accept responsibility of my children/child. Robin's Nest staff cannot sign in/out your child. Please do not let kids sign in or out or pick up paperwork from file folder.

\_\_\_\_\_ 50) I relieve Robin's Nest of any responsibility of the care, supervision, or liability after I have signed my child out. I understand the kids come back to Robin's Nest and play at the park and the staff at Robin's Nest supervises on a commitment level only. The children who are signed out are not a part of our ratio or liability insurance.

\_\_\_\_\_ 51) I will walk my child to and from their class/playground to ensure safety and supervision of child in the center.

\_\_\_\_\_ 52) If my child is ill or is not coming to the center I will call/text and let RN know 618-922-8445

\_\_\_\_\_ 53) I understand that I can no drop off my child after 11:00 if I do not have a contract or have made a call letting the staff know I will be in late. We are starting breaks, kids are sleeping and our staff go to half time breaks.

\_\_\_\_\_ 54) I understand that my school aged child will need to place a \$50.00 summer deposit to ensure a spot for the summer. The rate goes up to \$75.00 for late registration. Those fees are applied to science projects, year-end party, art projects, cooking and so much more! This fee is nonrefundable.

\_\_\_\_\_ 55) I understand there is a \$10.00 fee if we go to pick up your child from any school & the child was not called in absent to Robin's Nest by 10:00 am. pickups; 2:00 pm pickups. Please be sure to call & let us know if your child was picked up from school early or did not attend at all. VERY IMPORTANT! Robin's Nest will ALWAYS pick up your child unless that call is made.

\_\_\_\_\_ 56) I give Robin's Nest permission to take pictures of my child, display on the web site, throughout the daycare, on Robin's, Angela's, Brittany's & Jena's Facebook wall & various news spots/commercials. I also understand that there is a live web cam at all Robins Nest facility for security purposes and this cam will only be viewed by Robins Nest staff members. (Please join us on our Robin's Nest Facebook page and see what is happening in real time. I post updates, field trip info, schedule changes, etc. there!)

\_\_\_\_\_ 57) I give Robin's Nest permission to take my child outside the gate, on walks in our buggies/wagons and use the parks within walking distance.

- \_\_\_\_ 58) I agree to send my child in proper foot wear and NEVER in flip-flops.
- \_\_\_\_ 59) I also agree that I will come and bring my child shoes if I forget within one hour. Robin's Nest suggests tennis shoes & socks as the safest foot wear for your child.
- \_\_\_\_ 60) I agree to let my child participate in cooking activities, outdoor water play in the summer & monthly bounce house activities.
- \_\_\_\_ 61) I understand that Robin's Nest and staff are not responsible for any lost money, electronic devices, toys, or other personal items brought into the daycare. I will put my child's name on all personal belonging for easier identification.
- \_\_\_\_ 62) I agree to put my child's coat in their classroom cubby when dropping off.
- \_\_\_\_ 63) I understand my child will have very limited television/media activities and give my child permission to participate. These activities are all previewed by staff and approved by the director. I will be notified of these movies via flyer hanging in office door. My child will always have an alternative to any media activities.
- \_\_\_\_ 64) I understand that cell phones, tablets & watches are not allowed in the classrooms at RN. If seen, the teachers will take and turn over to the office for safekeeping. RN is not responsible for any electronics brought to the school.
- \_\_\_\_ 65) I understand the diapering policy for Robin's Nest. Infants will be changed every other hour or as needed. Toddlers will be changed every two hours or as needed. When you come to pick up your child, a Robin's Nest staff will check your child before you leave to ensure a clean diaper as you leave.
- \_\_\_\_ 66) I understand there is a Potty Training Agreement to be signed in order to start the potty training at Robin's Nest. Please fill out Potty Training Agreement, pay \$5.00 per week potty fee and provide 5 separate outfits in an individual zip lock bags labeled with your child's name. I agree to pay \$1.00 for each zip lock provided by the center in the event I forgot. I understand that RN will not use pull ups. (*Note: The Potty Training Agreement is located in the Child Information Packet.*)
- \_\_\_\_ 67) I agree to be assessed a potty fee of \$5.00 per week if my child starts to have frequent accidents. Potty-trained rates are based on a larger ratio and supervision & teacher interaction is compromised when changing potty accidents.
- \_\_\_\_ 68) I will provide my child with 1 change of clothing in a zip lock bag with my child's name on it.
- \_\_\_\_ 69) I understand that there is a \$3.00 clothing rental fee if the school must provide clothing for my child. I have 1 week to return the clothing or the fee will be charged to my account and will NOT be refundable after that time.
- \_\_\_\_ 70) I agree to provide a box of diapers & wipes weekly. RN uses about 4 diapers per day. In the event that I run out of diapers, I agree to pay for a box of wipes \$5.00 and/or \$1.00 per diaper.
- \_\_\_\_ 71) I understand the importance of evaluations and parent conferences and will participate in the program as much as my work schedule allows.



\_\_\_\_\_ 72) I understand that Robin's Nest has an open door policy to discuss concerns, needs, or issues I may be having. A meeting can be set up to discuss academic goals, behavior concerns or just to check in!

There is an opportunity to evaluate the center annually in October. There is a comment box located in the office for any suggestions I may have that I do not feel comfortable discussing.

\_\_\_\_\_ 73) I understand that my child naps on nap cots (if under 15 months in a crib) and RN provides all nap essentials. If a parent chooses to provide the nap blankets, the parent will provide in a labeled ziplock bag and take home to wash.

\_\_\_\_\_ 74) I understand that my child participates in the Child Care Assistance Program CCAP that I will pay my parent fee by the first of every month or I can pay my co-pay divided into 4 weeks due on Mondays. If I leave Robin's Nest mid-month the full co-pay is due per CCAP rules and I will pay before leaving to avoid late fees. I understand that if I don't pay by the agreed time, my account will accrue a 20.00 per week late fee. I have signed a contract that outlines my payment responsibilities in the event that CCR does not pay for my child care. I understand that CCR is a subsidized payment, not a guaranteed payment and I will pay for childcare at the private rates that I signed at the time of enrollment for any care not paid for by CCR.

\_\_\_\_\_ 75) I understand that RN will NOT back date childcare to DHS or CCR past 30 days. Approval must be obtained within 30 days to avoid private pay rates.

\_\_\_\_\_ 76) I understand that I have needed paperwork for CCR to receive CCAP for my child. I will turn these in to RN in the tuition box for proper tracking within 10 days. After 10 days of notice, CCAP may opt not to pay for care and I will be billed at private pay rates. CCAP also has the right to deny care if changes in the household that are not reported within 2 business days. I recommend putting it in writing and drop off at the center. If you take to CCR yourself get a receipt. CCR logs and scans all paperwork received. Failure to report can result in overpayment and the parent will be billed.

\_\_\_\_\_ 77) I understand that any family change, job change, marital change, financial change must be submitted to CCR within 2 days or your case will be canceled by CCR. Failure to notify CCR of these changes can result in paying back any funds paid on your behalf. CCR recommends all changes be done in writing.

\_\_\_\_\_ 78) CCR approvals have termination dates that are located on certificates of approval. I agree to submit required paperwork 2 weeks prior to termination date to avoid cancellation.

\_\_\_\_\_ 79) CCAP can deny your case after 10 days if paperwork is not received. In the event that I do not have approval by termination date I agree to pay private pay rates until approved.

\_\_\_\_\_ 80) I will pay \$25.00 per week until CCR has approved my childcare with a complete application and the last 2 pay stubs required for CCR approval.

\_\_\_\_\_ 81) All CCR clients will need to pay a \$2.00 differential per day per week that is in addition to monthly co-pay.

\_\_\_\_\_ 82) After two-weeks of no approval from CCAP you will be billed at private pay rates and a payment plan will be needed to continue care. If CCAP pays, the amount of the check paid will be applied to your account going back 30 days. Any payments made 30 days or more will remain billed at private pay rates. Applying for CCAP is not a guarantee for payment from the state a certificate from the state is.

\_\_\_\_\_ 83) I understand that I need to give a 2 week notice even as a CCR/CCAP client. I will provide that in writing. Your child must attend those two weeks because CCAP will not pay for two-week notices.

\_\_\_\_\_ 84) I understand that Robin's Nest cannot give ANY medication without signing that medication in daily, providing a doctor note to give the medication and will provide to RN in the original bottle w/ original label.

\_\_\_\_\_ 85) I understand that Robin's Nest cannot administer the first dose of any medication due to the possibility of an allergic reaction.

\_\_\_\_\_ 86) I give Robin's Nest staff permission to give my child Tylenol in the case of a high fever or Bendrayl in case of a severe allergic reaction. In both cases the parent will be called, authorization will be given by the parent on the phone and the parent will pick up the child to continue further medical attention as needed.

\_\_\_\_\_ 87) I understand that RN can require a doctor's note to return to school if they suspect that a child's illness is contagious or requires medical attention to ensure the wellbeing of all of the children/staff in the school.

\_\_\_\_\_ 88) I understand the meal times at Robin's Nest and will bring in only packaged food for parties. Please drop off all food to the office so RN staff can look at the label and be sure children's allergies are considered before giving them food. All allergies are posted in each classroom, lunchroom and office.

\_\_\_\_\_ 89) I understand there is a no drop off time at RN that is from 11-2:00 I will not drop off my child during these times without advanced arrangements made.

\_\_\_\_\_ 90) I understand that RN will take my child outside 2 times a day between the temperatures of 25-100 degrees. RN is ALWAYS on kid comfort time: We may only go outside for 10 minutes if children are unhappy, cold or getting pink. RN also provides hats and gloves during winter months and we ask parents to keep hats and gloves in cubbies so they do not get mixed into our supply. Licensing standards say if a child is too sick to go outside, they are too sick to be at school. Infant room classrooms are on parent demand, so going outside in these classrooms are at parent discretion.

\_\_\_\_\_ 91) I understand that my child may play in a bounce house approximately once a month. I give Robin's Nest permission to allow for my child to participate in such activities.

\_\_\_\_\_ 92) I understand RN's sick policy. I will pick up my child within an hour in the event my child is sick and in the office. After 1 hour Robin's Nest will charge \$ 9.00 per hour for a staff to stay one on one with your child. Sick children are required to be removed from group care to keep the illness contained.

\_\_\_\_\_ 93) I give Robin's Nest staff permission to apply whatever brand sunscreen we have on hand to my child as needed. If my child has an allergy I will provide sunscreen to the center and I will document on enrollment record.

\_\_\_\_\_ 94) I also agree to apply sunscreen on my child before they come to daycare.

\_\_\_\_\_ 95) I understand there is a behavior code at Robin's Nest that needs to be followed to ensure the safety of the other children and staff. I understand if a behavior continues to escalate, I will be contacted to pick up my child.

At this point a behavior modification agreement must be signed by Robin's Nest and the parents of the child to continue care.

If any staff person feels threatened, physically harmed by a child, childcare could be terminated immediately with no refund on deposit or childcare that was pre-paid.

Behaviors such as: profanity, vandalism, physical or verbal threats and running away from teachers in charge can result in behavior modification or termination. I agree to work with Robin's Nest staff & the local public school in any way to help my child succeed.

\_\_\_\_\_ 96) I understand the teachers will greet me and tell me something good about my child's day.

\_\_\_\_\_ 97) Behavior issues will be discussed by the office in private. The teachers are available to join any parent meeting at any time pre-arranged. However, we will not discuss problems in the classroom in front of the other children & parents to protect your privacy.

\_\_\_\_\_ 98) I agree to Robin's Nest professionalism policy with staff and understand that Robin's Nest prohibits staff to be "friends" in public forums to preserve the confidentiality of children, families & our school. There have been many complaints and hurt feelings in the past.

\_\_\_\_\_ 99) I agree to talk professionally with the staff at RN. Profanity of any sort will end our business relationship. We are here to help and understand, but we need the respect & trust to maintain a good working relationship.

\_\_\_\_\_ 100) I will not approach a staff of Robin's Nest for a romantic (*in any way*) relationship or employment opportunities. I understand this is a violation of the Robin's Nest employment policies and the staff involved could lose their job.

If you have questions or special contractual needs, note here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Robin's Nest Rate Sheet: Effective March 1, 2023

Full Time is anything over 4 hours per day at Robin's Nest

All payments are due by Monday at closing using ACH Tuition Express. Any payments made outside this program will have a 3.00 per week service fee added to your tuition.

Monthly room fee of \$5.00 per child is assessed for supplies, crafts, gifts, cooking, treasure box, pictures etc...

Summer Camp School Age Contract Reservation fee due by 3/31 \$ 50

Transportation fees to local schools \$ 2.00 per day

### Infants & Toddler

Contracted daily rate 3 or more days \$ 60    *1-2 day rate \$ 65*    Contracted weekly rate \$285

Drop in \$75 per day (No contract)

Discount for Toddler full week rate \$ 265

### 2-year-old unpotty trained classroom:

Contracted daily rate 3 or more days is \$50    *1-2 day rate \$60.00*    Contracted weekly \$ 230

Drop-in rate \$ 70.00 (No contract)

Fully potty trained( Can pull up and down pants) \$ 210.00

### Pre-K & Pre-school class ( 1-10) Fully Potty Trained

Contracted daily rate 3 or more days \$ 50.00    *1-2-day rate is 60.00*    Contracted weekly \$190

Drop-in rate \$ 65.00 (No Contract)

### School Age B/A & full day program

Before or After: \$ 17 per day    Daily rate 20.00 B/A    or    \$ 100 for M-F B/A

\$25.00 B/A (drop in )    Full day no reservation/Drop in \$50.00    ( we must be able to plan)

Contracted daily rate \$ 40.00    Weekly contracted 175 (w/ contract)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



## Section 2: 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 your 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, the sick child fee is 9.00 per hour. 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 up the night before: Please do not bring your child!
- Severe headaches.

Here is a good rule of thumb: If your child needs Tylenol or cold medication, they should probably be at home with you. We cannot give your child medications without a signed medical form from your physician. \*\*If your child needs a prescription, ask your pharmacist to split 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 cannot give medication if it has not been signed in by you and permission to be given by both you and your doctor. Please see Emergency Medical Release Form. located in the Child Information Packet online at [www.robinsnestlearningcenter.com/enroll](http://www.robinsnestlearningcenter.com/enroll).

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### **Section 3: 2-WEEK NOTICE POLICY**

Robin's Nest is very full and we take great pride in offering part-time and drop-in care, with this in mind, please note the following:

- A written two-week notice is required to end care or change your schedule. This includes parent who use Childcare assistance programs (CCR)
- The written notice needs to be placed via-email for date purposes.  
Moore42601@gmail.com
- All book keeping is done Monday to Monday.  
If you give notice or submit a vacation request on a Wednesday, the 2 week window will start the Monday after email is dated.
- Please place all important paperwork in the tuition box. Important paperwork is: contract changes, medical forms, children's paperwork, Childcare assistance paperwork & food program paperwork. *Please do not leave on our desks.*
- If you have a drop in contract - any day reserved will be billed. If you decide not to use the day a two-week notice is required to cancel the request.
- If you have a school aged child, there is a full day reservation sheet posted for any day out of school. You will be required to sign up if services are needed for that in-service day. If you do not sign up in advance, you will be billed at the drop in rate. If you sign up you will be billed for that day even if your child ends up not coming for the day.
- If you have a part time schedule contract you cannot swap out days without a written two-week notice of the schedule change and will be based on availability only.

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



#### **Section 4: DROP OFF POLICY**

Most of our primary learning objects start at **9:00 a.m.**

We ask that you have your child at school in time for circle time and these valuable learning opportunities.

Our screenings and assessments happen between **9-11 a.m.** and it is important that your child attends as much as possible to learn & master these skills in a routine and structured way. Repetition strengthens the newly learned skills and routine helps keep children feel safe and confident in their classroom with their teachers and peers. Robin's Nest wants your child to come to school and love learning.

Robin's Nest has a drop off policy that limits drop off times at **11:00 a.m.**

After 11:00 a.m. the children are settling down with lunch and a nap. A dark napping room is not inviting to a child coming in and leaving mom & dad.

Please understand this policy is to keep children happy and confident in our program. We do not want children coming in crying at nap time when there are sleeping children who really need that rest.

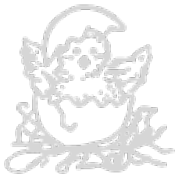
(This policy originated from a parent concern.)

If you need to drop off after 11:00a.m. and there is a way we can work it out without being disruptive to the whole group, we will be happy to work with you.

This exception to our policy will require advance notice so we can properly plan.

If you miss the 11:00a.m. drop off time, you are welcome to drop off at 2:00p.m. after quiet time has ended!

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Section 5: COVID POLICY**

The following precautions have been put in place to keep everyone safe & healthy in our program:

1. If you are NOT feeling well or are being tested for COVID because of a close contact: do NOT come into our school. Call us and we will bring your child to you. Your child/children will need to stay home with you until your results come back.
2. A close contact or positive case of COVID will require a written health department release to come back to RN.
3. If RN is mandated to close down the school or a classroom by the health department, no payment is required during the closure. After health department releases our classroom to reopen fees will resume.
4. In the event you are quarantined, you may use your vacation time by sending an email. 1 week of vacation credit will be given if available.
5. Please come into our school wearing a mask and provide a mask for all children 3 & older.
6. Please do NOT go into our classrooms for any reason.
7. Please use and sanitizer when signing in & out.
8. We will be doing temperature checks at drop off: Please do not leave until that temperature has been confirmed. Anything over 100.4 is not permissible.
9. If your child has been showing 2 or more signs of COVID a doctor's note will be required for your child to return school.
10. In the event there is a school closure: we may reopen with limited parental access to the front of the school. Please plan drop off/ pick up time accordingly.
11. **Robin's Nest reserves the right to terminate our contract if a parent willingly violates this COVID policy and endangers the wellbeing of our families and our team. (example: not telling the school about being tested for COVID or being a close contact and not quarantining as required by the health department)**

### **Long Term Closures:**

To maintain your spot in the event there is any governmental shut down due to COVID or any other virus, pandemic, environmental/natural disaster event is half rate of tuition paid. during this closure. If you do not want to pay the fees to hold the spot, a 2-week notice is required and any deposit on file will be applied to one of those weeks.

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## **Section 6: PARENT ORIENTATION CHECKLIST**

Please take the time to carefully go over this checklist & check off the items you have turned into RN at time of enrollment.

1. \$50 Enrollment Fee
2. Non-refundable Deposit of 1 week's tuition. This can be divided over 5 weeks. (note: It will be your last week of tuition with a 2-week notice.)
3. Submit Online Contract & Policy Agreement
4. Child Information Packet
  - Pick Up Authorization Form
  - Emergency Medical Release Form
  - Classroom Information Sheet
  - Feeding Agreement & Infant Schedule
  - Potty Training Agreement
  - Contract Agreement: (Fill in time & days)
  - State Medical Form (Physical Form)
  - CCAP, State Child Care Application (w/ pay stubs & school schedule)
  - Request for Redetermination Information
  - Tuition Express (Optional)
5. Certified Birth Certificate
6. Copy of Shot Records
7. Enrollment Record
8. DCFS Verification Form
9. Parent Consent Form (DCFS)
10. Tuition Express
11. A change of clothing & other items as listed below:

### **Infants**

Diapers (labeled with child's name)  
Wipes (labeled with child's name)  
Bottles 3-4 (optional) (labeled with child's name)  
Breast Milk or Formula (optional)  
Car seat labeled with child's name  
Change of clothing labeled in a ziplock bag  
Comfort item (ex. pacifier)

### **Potty Training**

5 Changes of clothes labeled in a ziplock bag

### **Older Children**

Change of clothing labeled in a ziplock bag  
Food (optional)

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**FAMILY QUESTIONS, COMMENTS & ADDITIONS**

1) Are there some family values, beliefs, cultural or childrearing practices that you can share with us to make your child's adjustment to our school easier?

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2) Our goal is to be an extension of your family. What steps could the staff at Robin's Nest take to meet this goal?

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3) Are there any questions you have for us here at Robin's Nest that we can answer?

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4) Would you like information about family programming and family-friendly supports?

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5) Do you need information provided to you in any other language other than English?

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6) Does your child have special needs that you can give us details about? Are there physical therapists that will be visiting our school? If so can you provide name, contact information and permission for them to talk to us so we can better serve your child in our classroom setting?

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7) What learning experience do you want your child to get here at Robin's Nest?

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8) Do you or any family members have skills, talents, or contributions you would like to share with our school? Example - Skills: plumber, electrician, landscaper, fireman.

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9) Where did you hear about Robin's Nest?

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**CONTRACT & POLICY CONSENT**

\_\_\_\_ I understand and agree to the rates outlined in Robin's Nest Rates Sheet (pg 12), Sick Policy (Section 2), 2-Week Notice Policy (Section 3), Drop Off Policy (Section 4), and COVID Policy (Section 5).

\_\_\_\_ I understand by signing this form (in reference to Section 6: Parent Orientation Checklist) that I will provide the necessary paperwork within 30 days of the date on this form to avoid the \$35.00 per month administration fee. These are forms required by the state for compliance.

If you have questions or special contractual needs, note here: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\*\*Please do not e-mail Robins Nest anything unless otherwise specified.*

*Robin's Nest can only use hard copy documents for legal purposes.*

**Parent/Guardian & Child Information**

Parent/Guardian Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

1) Children's Name: \_\_\_\_\_

2) Children's Name: \_\_\_\_\_

3) Children's Name: \_\_\_\_\_

4) Children's Name: \_\_\_\_\_

5) Children's Name: \_\_\_\_\_