

# 2017/2018 APPLICATION FOR ENROLLMENT

Child's Full Name \_\_\_\_\_ Nickname \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age as of August 31<sup>st</sup>, 2017 \_\_\_\_\_

Telephone # \_\_\_\_\_ Religious Affiliation \_\_\_\_\_

School Attending \_\_\_\_\_ Sex \_\_\_\_\_

Mother's Name \_\_\_\_\_ Mother's Cell Phone Number \_\_\_\_\_

Mother's E-Mail Address \_\_\_\_\_

Home Address \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Father's Cell Phone \_\_\_\_\_

Father's E-Mail Address \_\_\_\_\_

Home Address \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_

Are parents Married \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_ Living Together \_\_\_\_\_

Other Family Members (names and ages): \_\_\_\_\_

\_\_\_\_\_

Person to notify in Case of Illness (other than Parents):

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_

Health Insurance coverage for child under family insurance policy or medical assistance if applicable:

\_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Any additional information or special needs of the child that may require special attention (re: allergies, unusual health considerations or child custody considerations) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**office use only:** *rgfee* \_\_\_\_\_ *dep* \_\_\_\_\_ *med* \_\_\_\_\_ *database* \_\_\_\_\_ *emer contact* \_\_\_\_\_

# EMERGENCY CONTACT / PARENTAL CONSENT FORM

CHILD'S NAME		Birthdate
Address		
<b>MOTHER'S NAME/LEGAL GUARDIAN</b>		Home Telephone
Address		Mother's Email
Cellular Phone		
Business Name		Bus. Telephone
Address		
<b>FATHER'S NAME/LEGAL GUARDIAN</b>		Home Telephone
Address		Father's Email
Cellular Phone		
Business Name		Bus. Telephone
Address		
<b>Emergency Contact Person(s)</b>		<b>Telephone Number</b>
<b>Person's To Whom The Child May Be Released</b>		<b>Telephone Number</b>
<b>NAME AND ADDRESS REQUIRED!</b>		
<b>NAME:</b>	<b>ADDRESS:</b>	
<b>NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER</b>		<b>TELEPHONE NUMBER</b>
Address		
Special Disabilities (If Any)		
Medical or Dietary Information Necessary In An Emergency		Allergies (Including Medication Reaction)
Additional Information On Special Needs Of Child		Medication, Special Conditions
Health Insurance Coverage For Child Or Medical Assistance Benefits		<b>POLICY NUMBER (REQUIRED)</b>
<b>PARENT S SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT</b>		
<b>OBTAINING EMERGENCY MEDICAL CARE</b>	<b>ADMIN. OF MINOR FIRST-AID PROCEDURES</b>	
Walks And Trips	Swimming	
Transportation By The Facility	Wading	
Administration of COPPERTONE SPORT SPF 30/WATERBABIES SPF 50	PLEASE BE SURE YOU HAVE AFFIXED FULL SIGNATURES (NO INITIALS, PLEASE) <u>TO ALL SEVEN BOXES</u> AND ALSO TO THE SPACE PROVIDED BELOW	

**Signature Of Parent or Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature Of Parent or Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

# Windmill Day School Policy Sheet

TUITION:	SEE BELOW FOR WEEKLY PRICING:	5 DAY	4 DAY	3 DAY
• Young Toddlers	12 - 24 Months	\$285	\$265	\$235
• Older Toddlers	24 - 36 Months	\$280	\$255	\$225
• Pre-School / Kindergarten	3 Years & Older	\$270	\$245	\$220
• Per Diem Rate	12 Months -Kindergarten	\$65.00 Per Day		

If you are registering your child for a 3 or 4 day week, please select your days. (CHECK BOXES BELOW)

<b>M</b>	<b>T</b>	<b>W</b>	<b>H</b>	<b>F</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tuition rates include cereal & milk available daily until 8:00 AM, morning snack, fully cooked lunch, afternoon snack, and all beverages. Supervision and child care services are provided at all times.

- There is a \$50.00 non-refundable registration fee required with all applications prior to July 31, 2017.
- After July 31, 2017, there will be a \$100.00 non-refundable registration fee required with all applications for the 2017-2018 academic year.
- The registration fee, along with the first week's tuition plus a week for security deposit, are required in order to secure a place in our enrollment. These fees and deposits are all non-refundable. In the event that your child(ren) does not commence attendance, all monies remain non-refundable.
- Tuition, if paid on a weekly basis, is due the Friday before the actual week of attendance. If tuition is paid on a monthly basis, it is due no later than within the first five days of the month. (Please keep in mind that there are four and five week months. Please pay accordingly.)
- Late tuition payments will jeopardize your child's spot in our enrollment.
- There is a \$10.00 per week discount for every additional full-time sibling enrolled.
- There is late charge of \$2.00 per child per minute for any child picked up after our closing time of 6:00 PM.
- There is a \$20.00 charge for all returned checks.

CHILD'S NAME: \_\_\_\_\_

APPROXIMATE ARRIVAL / DEPARTURE TIME: \_\_\_\_\_ **AM/** \_\_\_\_\_ **PM**

ORIGINAL DATE OF ENROLLMENT/ADMISSION: \_\_\_\_\_

DATE OF ENROLLMENT/ADMISSION: \_\_\_\_\_

DATE OF CHILD'S WITHDRAWAL: \_\_\_\_\_

PERSON(S) TO WHOM YOUR CHILD MAY BE RELEASED: \_\_\_\_\_

\_\_\_\_\_  
**Signature of person responsible for tuition**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Director/Administrator**

\_\_\_\_\_  
**Date**

# Windmill Day School Policy Sheet

## ABSENCES AND VACATIONS:

**Full tuition is due regardless of your child's actual attendance.**

## **ALL STUDENTS- TO INCLUDE EVERYONE ENROLLED AT WINDMILL:**

If you are enrolled for our Academic Year, you are financially responsible for all weeks from time of enrollment through June 8th, 2018 (our last day of school, after which summer pricing goes into effect for both campers/toddles).

After 6 months of attendance, you are eligible for 1 week of vacation.\*

**TODDLE HOUSE STUDENTS:** If you are enrolled Year-Round (for both our academic year and our summer months), you are responsible for fifty-two weekly payments for the year. However, you are entitled to TWO weeks of vacation time\* (one week during our academic year, and one week during our summer program) . In order to be credited for vacation time, your child cannot be in attendance for that specific time period. If you are, however, enrolled for the academic year only, you are only eligible for one week of vacation time after 6 months of attendance\*.

**SPACES IN OUR TODDLE PROGRAM ARE VERY LIMITED.** If you withdrawal your toddler for the summer, you risk forfeiting your child's space and re-enrollment may not be available until the first day of our new school year.

## **\*Vacation week is equal to the number of days your child is registered per week.**

Written notification must be given at least two weeks prior to a planned vacation.

Full tuition is due for all scheduled holidays and weather/ emergency related days. Windmill Day School will follow the Central Bucks School District for any weather/emergency related closings and/or delays.

There shall be no refunds or reductions in tuition (to include any deposits and registration fees) for reasons of absence, withdrawal, illness or dismissal. Sorry, but we cannot allow "make-up days" and/or we cannot allow part-time students to switch their days for any reason.

Adding days on a per diem basis is subject to availability and our per diem rate.

**CHANGE FEE POLICY:** Any changes made to your child's schedule after initial enrollment will incur a \$150 change fee. This change fee pertains to both the number of days per week and/or the specific days of the week scheduled. Any enrollment changes are subject to availability.

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**Signature of person responsible for tuition**

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**Date**

## Policy Sheet (Continued)

### DISMISSAL POLICY:

Windmill Day School & Camp reserves the right to cancel any enrollment or dismiss a student whose conduct, influence or behavior is deemed unsatisfactory or inimical to the best interest of the school and/or camp, in which case the unused tuition will be refunded.

### TERMINATION/WITHDRAWAL:

Withdrawal from enrollment at Windmill Day School shall require **4 weeks** written notice prior to your child(ren) withdrawing from the program. Payment in full is required for this four week notice period regardless of attendance during this period of time.

### ILLNESS:

It is our policy to ask all parents to keep at home any child who exhibits any of the following symptoms (accordingly, we reserve the right to contact a parent or emergency contact to have the child picked up if he/she exhibits any of the following symptoms): Diarrhea, Pinkeye / Conjunctivitis, Severe Coughing, Vomiting, Difficult or Rapid Breathing, Fever (if the child's temperature is over 100 orally or 101 rectally), Yellowish Skin or Eyes, Head Lice (Windmill Maintains a 24 hour "No Nit" Policy), or Contagious or Unidentifiable Rashes. (This is based upon the recommendation of the U.S. Department of Health and Human Service CDC). Windmill Day School also utilizes a "24 hour fever free policy." This policy mandates that any child sent home with a fever (see above) not be readmitted to school within 24 hours of a fever WITHOUT medication. Students with vomiting and/ or diarrhea will be sent home or need to stay home for 24 hours until free of vomiting and/ or diarrhea for 24 hours WITHOUT medication.

### HEALTH POLICY:

All enrolled children are required to have a **current** age-appropriate health report on record at Windmill Day School. This health assessment shall be conducted according to the recommended schedule for routine health.

### MEDICATION POLICY:

I understand that it is the policy of Windmill Day School to only administer medications brought from home during lunch (12:00 PM – 1:00 PM). Medication will only be accepted if it is brought in the original container and with only the single dose to be administered (unless in liquid form). If medication is to be administered for a period of time longer than seven consecutive days, it will be necessary for a doctor's note to accompany the medication. All medications/containers will be sent home daily.

### RELATIONSHIPS:

Windmill Day School and Camp engages teachers and other staff to provide services at the school/camp during the school/camp day. The school/camp does not recommend, sponsor, encourage or condone any arrangements whereby teachers and/or other staff provide child tutoring, baby-sitting or other out-of-school/camp services to parents of children enrolled in the school/camp. Parent(s) hereby acknowledge that if any such out-of-school/camp relationship exists, or develops in the future, the school/camp is not responsible and any involved teacher or staff is not acting within the framework or scope of his/her employment with the school/camp.

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**Signature of person responsible for tuition**

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**Date**

## Policy Sheet (Continued)

### **“peanut aware” policy:**

Windmill Day School & Camp strives to be a **peanut/nut-aware facility**, and to this end desires to eliminate all products containing **peanuts/nuts** from our facility. Windmill Day School & Camp requires (**BUT DOES NOT GUARANTEE**) that any food prepared and served on site, and/or any items brought into the camp/school by parents, staff and/or children does not include peanuts/nuts in the ingredient label or allergen list (even trace amounts.) However, foods that state that they are manufactured in a facility that processes peanuts/nuts, but does not contain nuts in the allergen list, **are still acceptable** to serve and consume. For example, food labels that provide "Processed in a facility that also processes nuts" or "Processed on a machine that also processes nuts" (or similar wording) are acceptable to serve and bring for campers/students/staff. This policy applies to all breakfast & lunch foods, snacks, party goods & favors, and any special "treats" served or brought to camp/school. If a peanut/nut food is discovered, it will be discarded immediately. We require that all "home-baked" goods have a detailed ingredient list attached. Any "granola-like" bars without an ingredient label will be discarded as they most often contain nuts. We also require you to notify Windmill Day School & Camp **upon enrollment** if your child has never been introduced to peanut/nut products (this is to include physical exposure, as well as ingestion of peanut/nut products). The foregoing policy statement is not, and should not be construed as a guarantee that Windmill Day School & Camp is a nut-free facility or that your child(ren) will not be exposed to nuts. If your camper/student has a life-threatening allergy to peanuts/nuts, we will require your pediatrician or allergist to read and sign-off below acknowledging Windmill's peanut aware policy to determine the appropriate course of action with regards to eating at camp/school. Any and all concerns you have regarding nut exposure should be shared with Management and your physician. In sum, if your child has a peanut/nut allergy but **no other allergies** and you would like them to eat Windmill snacks and lunches, have your physician read and sign off acknowledging the aforementioned policy.

PHYSICIAN'S NAME: \_\_\_\_\_ PHYSICIAN'S SIGNATURE/DATE \_\_\_\_\_

### **NEW FOOD ALLERGY POLICY: EFFECTIVE 8/31/2016**

**If your child is not able to eat ALL of the food items that Windmill Day School & Camp serves daily due to food related allergies, we require that you pack ALL food items for your child each day. This will include morning and afternoon snack and a lunch. Items will be refrigerated and warmed as necessary. Any foods brought from home should be sent in a labeled, disposable bag each day. Please contact Lisa Silverstein to discuss the availability of a weekly tuition discount if your camper/student is required to pack due to allergies.**

### **“TALKING BROCHURE”**

At Windmill, we believe that prospective parents value most the opinions and comments made by people whose children are already enrolled at our school. Don't worry, we will not give out your telephone number without your permission. We will only offer you as a reference if you check the appropriate box below.

If, down the road, you change your mind and no longer wish to be used as a reference, just let us know.

- Please use me as a personal reference for Windmill Day School and Camp. You have my permission to distribute my name and telephone number to prospective parents.
- Please do not use me as a reference for Windmill Day School & Camp at the present time.

### **PHOTO RELEASE:**

I hereby authorize Windmill Day School and Camp to use any photograph or representation of my child in any advertisement, brochure, press release, social media post, email blast, and/or news story.

I (We) have read this policy sheet and have affixed our signatures thereto:

\_\_\_\_\_  
SIGNATURE OF PERSON RESPONSIBLE FOR PAYMENT OF TUITION

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF DIRECTOR / ADMINISTRATOR

\_\_\_\_\_  
DATE

**CIVIL RIGHTS COMPLIANCE  
PARENT AWARENESS**

IN ACCORDANCE WITH APPLICABLE FEDERAL AND STATE  
CIVIL RIGHTS LAWS AND REGULATORY REQUIREMENTS,  
YOU AS A RESIDENT OF THIS  
AGENCY, HAVE THE RIGHT:

- to be provided services at this agency and to be referred for services of other agencies without regard to your race, color, religious creed, disability, ancestry, national origin, Limited English Proficiency (LEP), age or sex.
- to file a complaint of discrimination if you feel you have been discriminated against on the basis of your race, color, religious creed, disability, ancestry, national origin, Limited English Proficiency (LEP), age or sex.

**COMPLAINTS OF DISCRIMINATION MAY BE FILED  
WITH ANY OF THE FOLLOWING:**

**Windmill Day School & Camp  
36 North Chapman Rd.  
Doylestown, Pa 18901**

**DEPARTMENT OF PUBLIC WELFARE  
BUREAU OF EQUAL OPPORTUNITY  
SOUTHEAST REGIONAL OFFICE  
1105B STATE OFFICE BUILDING  
1400 SPRING GARDEN STREET  
PHILADELPHIA, PA 19130**

**AMERICAN WITH DISABILITIES ACT DIRECTOR  
GOVERNORS OFFICE  
ROOM 238 MAIN CAPITOL  
HARRISBURG, PA 17120**

**U.S. DEPARTMENT OF HEALTH AND  
HUMAN SERVICES  
OFFICE FOR CIVIL RIGHTS  
SUITE 372, PUBLIC LEDGER BUILDING  
150 S. INDEPENDENCE MALL WEST  
PHILADELPHIA, PA 19106-9111**

**PA HUMAN RELATIONS COMMISSION  
711 STATE OFFICE BUILDING  
1400 SPRING GARDEN STREETS  
PHILADELPHIA, PA 19130**

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**PARENT/ GUARDIAN SIGNATURE** **DATE**

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**STAFF SIGNATURE** **DATE**

# WINDMILL DAY SCHOOL 2017-2018 SCHOOL CALENDAR

WEEK OF AUGUST 28-SEPT 1	INTERIM WEEK OF CARE AVAILABLE TO ALL STUDENTS/CAMPERS
MONDAY, SEPTEMBER 4	LABOR DAY - SCHOOL HOLIDAY
TUESDAY, SEPTEMBER 5	FIRST DAY OF SCHOOL FOR THE 2017-18 ACADEMIC YEAR
THURSDAY, SEPTEMBER 21	ROSH HASHANAH – SCHOOL HOLIDAY
FRIDAY, SEPTEMBER 22	ROSH HASHANAH – SCHOOL HOLIDAY
FRIDAY, NOVEMBER 10	EARLY DISMISSAL – 1:00 PM FOR ALL STUDENTS <b>PROFESSIONAL DEVELOPMENT</b>
WEDNESDAY, NOVEMBER 22	EARLY DISMISSAL – 1:00 PM FOR ALL STUDENTS
THURSDAY, NOVEMBER 23	THANKSGIVING RECESS - SCHOOL HOLIDAY
FRIDAY, NOVEMBER 24	THANKSGIVING RECESS - SCHOOL HOLIDAY
THURSDAY, DECEMBER 7	EARLY DISMISSAL – 1:00 PM FOR ALL STUDENTS <b>PROFESSIONAL DEVELOPMENT</b>
FRIDAY, DECEMBER 22	EARLY DISMISSAL- 1:00 PM FOR ALL STUDENTS
MONDAY, DECEMBER 25	WINTER RECESS - SCHOOL HOLIDAY
TUESDAY, DECEMBER 26	WINTER RECESS - SCHOOL HOLIDAY
MONDAY, JANUARY 1	WINTER RECESS - SCHOOL HOLIDAY
MONDAY, JANUARY 15	MARTIN LUTHER KING, JR DAY – SCHOOL HOLIDAY
THURSDAY, FEBRUARY 15	EARLY DISMISSAL – 1:00 PM FOR ALL STUDENTS <b>PROFESSIONAL DEVELOPMENT</b>
FRIDAY, FEBRUARY 16	SCHOOL CLOSED - <b>PROFESSIONAL DEVELOPMENT</b>
MONDAY, FEBRUARY 19	PRESIDENTS DAY - SCHOOL HOLIDAY
FRIDAY, MARCH 9	EARLY DISMISSAL - 1:00 PM FOR ALL STUDENTS <b>PROFESSIONAL DEVELOPMENT</b>
THURSDAY, MARCH 29	EARLY DISMISSAL - 1:00 PM FOR ALL STUDENTS <b>PROFESSIONAL DEVELOPMENT</b>
FRIDAY, MARCH 30	SPRING RECESS - SCHOOL HOLIDAY
MONDAY, APRIL 2	SPRING RECESS - SCHOOL HOLIDAY
MONDAY, APRIL 30	SCHOOL CLOSED - <b>PROFESSIONAL DEVELOPMENT</b>
MONDAY, MAY 28	MEMORIAL DAY – SCHOOL HOLIDAY
THURSDAY, JUNE 7	GRADUATION EXERCISES (11:00 AM)
FRIDAY, JUNE 8	LAST DAY OF 2017-2018 ACADEMIC YEAR
WEEK OF JUNE 11-15	PRE-CAMP WEEK (AVAILABILITY FOR ALL WDS STUDENTS)
MONDAY, JUNE 18	FIRST DAY OF SUMMER CAMP 2018
WEDNESDAY, JULY 4	INDEPENDENCE DAY- SCHOOL/CAMP HOLIDAY

**\*\*\*I HAVE READ AND UNDERSTAND THE WINDMILL 2017-2018 SCHOOL CALENDAR\*\*\***

**SIGNATURE**

**DATE**

**PLEASE NOTE: FULL TUITION IS DUE FOR ALL DESIGNATED SCHOOL HOLIDAYS, EARLY DISMISSALS  
AND ANY WEATHER AND/OR EMERGENCY DAYS.  
BRUNCH WILL BE SERVED (IN LIEU OF MORNING SNACK & LUNCH) FOR ALL EARLY DISMISSAL  
AND LATE ARRIVAL SCHOOL DAYS.**

**IN AN EFFORT TO CONFORM WITH THE CENTRAL BUCKS SCHOOL DISTRICT SCHEDULE, WINDMILL DAY SCHOOL RESERVES THE RIGHT TO  
ALTER THIS CALENDAR SHOULD CENTRAL BUCKS MAKE ANY CHANGES TO ITS 2017-18 ACADEMIC CALENDAR IN THE COMING MONTHS.**