

2020/2021 REVISED APPLICATION FOR ENROLLMENT

Child's Full Name _____ Nickname _____

Address _____

Date of Birth _____ Age as of September 1, 2020 _____

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 _____

EMERGENCY CONTACT / PARENTAL CONSENT FORM

CHILD'S NAME	Birthdate
Address	
MOTHER'S NAME/LEGAL GUARDIAN	Home Telephone
Address	Mother's Email
Cellular Phone	
Business Name	Bus. Telephone
Address	
FATHER'S NAME/LEGAL GUARDIAN	Home Telephone
Address	Father's Email
Cellular Phone	
Business Name	Bus. Telephone
Address	
Emergency Contact Person(s)	Telephone Number
Person's To Whom The Child May Be Released	Telephone Number
NAME AND ADDRESS REQUIRED!	
NAME:	ADDRESS:
NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER	TELEPHONE NUMBER
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	POLICY NUMBER (REQUIRED)
PARENT'S SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT	
OBTAINING EMERGENCY MEDICAL CARE	ADMIN. OF MINOR FIRST-AID PROCEDURES
Walks And Trips	Swimming
Transportation By The Facility	Wading
Supervised Administration of Sunscreen 30 SPF OR HIGHER	Supervised Administration of Hand Sanitizer

Signature Of Parent or Guardian _____ **Date** _____

Signature Of Parent or Guardian _____ **Date** _____

Windmill Day School Policy Sheet

TUITION: SEE BELOW FOR WEEKLY PRICING: FULL TIME/5 DAYS ONLY:

• Young Toddlers	12 - 24 Months	\$360
• Older Toddlers	24 - 36 Months	\$350
• Pre-School / Kindergarten	3 Years & Older	\$345
• School Aged Students	1st Grade and Above	\$345

Despite our full time tuition requirement, you may choose to attend on a part time basis.

- Tuition rates include both a morning snack, afternoon snack and beverages.
- Supervision and child care services are provided at all times.
- There is a \$100.00 non-refundable/non-transferable registration fee required with all applications for the 2020-2021 academic year.
- **This completed application, registration fee, first week's tuition plus a week for security deposit are required to secure a place in our enrollment.** These fees and deposits are all non-refundable and non-transferable. In the event that your child(ren) does not commence attendance, all monies remain non-refundable and non-transferable.
- Monthly tuition is required no later than the first day of each 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 sibling enrolled.
- There is a late charge of \$3.00 per child per minute for any child picked up after our closing time of 4:30 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:

START DATE OF 2020-2021 ACADEMIC YEAR:

DATE OF CHILD'S WITHDRAWAL:

PERSON(S) TO WHOM YOUR CHILD MAY BE RELEASED:
ALSO PLEASE INCLUDE PARENT(S) NAMES

Signature of person responsible for tuition

Date

Signature of Director/Administrator

Date

Windmill Day School Policy Sheet

ABSENCES:

Full tuition is due regardless of your child's actual attendance. In the event of another state mandated closure of private schools (i.e. Windmill), tuition will be due for the week in which the closure enacts. After that week, no additional tuition will be due until Windmill reopens.

VACATION POLICY:

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, or transfers of tuition (to include any deposits and registration fees) for reasons of weather/emergency related closings and/or delays, absence, withdrawal, illness or dismissal.

TERMINATION/WITHDRAWAL:

Withdrawal from enrollment at Windmill Day School shall require **30 days** written notice. Payment in full is required for this 30 day period regardless of attendance. Please be advised, if you withdraw your student for any length of time, you risk forfeiting your child's space and re-enrollment is not guaranteed.

ALL STUDENTS ENROLLED AT WINDMILL (3 YEARS OF AGE THROUGH KINDERGARTEN): If you are enrolled for our Academic Year, you are financially responsible for all weeks from time of enrollment through June 11th, 2021 (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 credit during our academic year.*

TODDLE STUDENTS: If you are enrolled Year-Round (for both our academic year and our summer months), you are responsible for twelve monthly 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 eligible for one week of vacation time after 6 months of attendance*.

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.

RELATIONSHIPS:

Windmill Day School & 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.

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, google classroom, and/or news story. I (We) have read this policy sheet and have affixed our signatures thereto:

Signature of person responsible for tuition

Date

Policy Sheet (Continued)

GENERAL ILLNESS: It is our policy that all parents are required 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 infrared temperature is 100.0 degrees or higher), 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 & Camp also utilizes a "24 hour fever free policy." This policy mandates that any child sent home with a fever (see above) may not be readmitted to school within 24 hours of a fever WITHOUT medication and a **signed doctor's note**. 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 and a **signed doctor's note**. Students with pink eye or conjunctivitis will not be readmitted until they are prescribed medication (drops) and have used them for a minimum of 24 hours, regardless of a physician's note asserting your child is not "contagious," or may return to school.

COVID-RELATED PROTOCOLS:

In an effort to mitigate the spread of the novel Coronavirus, Windmill Day School & Camp will take these additional steps as feasible and until further notice:

Children and staff will be screened daily for symptoms/signs of Covid-19. We will follow CDC recommendations if dealing with a potential case or potential exposure to Covid-19. Families that travel to any 'hot spots' on the CDC and Pennsylvania's travel advisory list will also be required to self-quarantine for 14 days before re-admittance. Keep in mind that this travel advisory is ever-evolving. Windmill requires a completed 14 day health log to be submitted on your student's first day of school. Staff and students over 2 years of age will wear masks when inside and outside when not able to physically distance (exceptions include while eating, resting, and engaging in physical activity) Students who are medically exempt from mask wearing must provide a note from a doctor delineating their exemption. Physical distancing, good hygiene practices, frequent hand washing and additional cleaning and sanitizing will be practiced daily.

Due to the fluid nature of Covid and our current climate, Windmill Day School & Camp reserves the right to alter all policy and procedure. All updates/changes will be communicated via email blasts as necessary.

Despite rigorous health and safety protocols, Windmill Day School & Camp cannot guarantee that your child may not be exposed to or contract Covid-19.

Please initial here that you have read and agree to Windmill's Covid Policy. _____

HEALTH POLICY:

All enrolled children are required to have a **current** age-appropriate health report on record at Windmill Day School & Camp a minimum of two business days prior to the start of enrollment. This health assessment shall be conducted according to the recommended schedule for routine health, and must remain current at all times in order to maintain your child's place in our enrollment.

MEDICATION POLICY:

I understand that it is the policy of Windmill Day School & Camp 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). ORIGINAL PRESCRIPTION LABELS must accompany all prescribed medications (to include inhalers, Epi-pens, etc.) and will be kept at Windmill Day School and Camp with the medication. All medications/containers will be sent home daily.

Signature of person responsible for tuition

Date

Signature of Director/Administrator

Date

Policy Sheet (Continued)

ALLERGEN POLICY:

Windmill Day School & Camp ("Windmill") recognizes that students may suffer from potentially life-threatening allergies or intolerances to certain foods. Windmill is committed to an approach to the care and management of those students. Windmill's policy is **not a guarantee** of a completely allergen free environment, rather is a policy to minimize the risk of exposure.

Windmill is an allergen aware facility. In order to best facilitate this policy, Windmill strives to prohibit all products containing any nuts, including peanuts and tree nuts. This applies to all manufactured food products and homemade food products. However, this is **not a guarantee** that any snacks, served or purchased by Windmill or provided by staff, volunteers, or families does **not** include any allergens. If any non-compliant food item is discovered, it will be discarded immediately. Any foods that contain a label providing they "may" contain nuts, will be discarded if found on the premises. However, labels that provide a "product was manufactured in a facility that also processes food containing nuts", or similar wording, **are permissible**. Windmill has also been made aware of new food labels (2019) that contain the phrase "may contain allergens" and/or "may contain other allergens due to shared production areas", but do not identify any specific allergen. Food items containing this label, provided they do not contain nuts or tree nuts in the list of ingredients, **are permissible**.

Windmill also prohibits any fish, shellfish and eggs from being brought onto the premises. However, this does **not** include products that may contain these items as part of its ingredients (ie cake, icing, mayonnaise, salad dressing, etc). Eggs may be used as part of cooking/baking lessons. Windmill requires that **all** food items brought on to the premises contain a detailed, **original** ingredient list attached to the packaging (to include "home-made" foods).

In the event your child has a food allergy, but you have made the decision that you want them to eat all snacks provided by Windmill, you are required to have your physician sign below acknowledging that they have reviewed and approve this policy for your child.

PHYSICIAN'S NAME: _____ PHYSICIAN'S SIGNATURE/DATE _____

NEW FOOD POLICY:

Windmill Day School & Camp will be serving morning and afternoon snacks during the 2020-2021 Academic year. We require a packed, ready to eat, NUT/FISH/EGG-FREE lunch in a labeled box/bag for your student each day. Lunches will **not** be cooled/warmed by Windmill Staff to minimize handling and cross contamination; please pack for your child accordingly.

SIGNATURE OF PERSON RESPONSIBLE FOR PAYMENT OF TUITION

DATE

SIGNATURE OF DIRECTOR / ADMINISTRATOR

DATE

WINDMILL DAY SCHOOL 2020-2021 SCHOOL CALENDAR

WEEK OF AUGUST 24-AUGUST 28	CAMP WEEK FOR ALL STUDENTS/CAMPERS *LIMITED AVAILABILITY"
MONDAY, AUGUST 31ST	FIRST DAY OF SCHOOL FOR OUR 2020-2021 ACADEMIC YEAR
FRIDAY, SEPTEMBER 4	SCHOOL CLOSED
MONDAY, SEPTEMBER 7	LABOR DAY - SCHOOL CLOSED
MONDAY, SEPTEMBER 28	YOM KIPPUR – SCHOOL CLOSED
MONDAY, OCTOBER 12	EARLY DISMISSAL- 1:00 PM- PROFESSIONAL DEVELOPEMENT
TUESDAY, NOVEMBER 3	ELECTION DAY-SCHOOL CLOSED PROFESSIONAL DEVELOPEMENT
WEDNESDAY, NOVEMBER 25	EARLY DISMISSAL – 1:00 PM
THURSDAY, NOVEMBER 26	THANKSGIVING RECESS - SCHOOL CLOSED
FRIDAY, NOVEMBER 27	THANKSGIVING RECESS - SCHOOL CLOSED
THURSDAY, DECEMBER 10	EARLY DISMISSAL - 1:00 PM PROFESSIONAL DEVELOPEMENT
WEDNESDAY, DECEMBER 23	WINTER RECESS - EARLY DISMISSAL – 1:00 PM
THURSDAY, DECEMBER 24	WINTER RECESS - SCHOOL CLOSED
FRIDAY, DECEMBER 25	WINTER RECESS - SCHOOL CLOSED
THURSDAY, DECEMBER 31	WINTER RECESS - SCHOOL CLOSED
FRIDAY, JANUARY 1	WINTER RECESS - SCHOOL CLOSED
MONDAY, JANUARY 18	MARTIN LUTHER KING, JR DAY – SCHOOL CLOSED
FRIDAY, FEBRUARY 12	EARLY DISMISSAL - 1:00 PM PROFESSIONAL DEVELOPEMENT
MONDAY, FEBRUARY 15	PRESIDENT’S DAY - SCHOOL HOLIDAY
FRIDAY, MARCH 5	SCHOOL CLOSED- PROFESSIONAL DEVELOPEMENT
THURSDAY, MARCH 25	EARLY DISMISSAL - 1:00 PM PROFESSIONAL DEVELOPEMENT
THURSDAY, APRIL 1	SCHOOL CLOSED-PROFESSIONAL DEVELOPEMENT
FRIDAY, APRIL 2	SPRING RECESS-SCHOOL HOLIDAY
MONDAY, APRIL 5	SPRING RECESS- SCHOOL HOLIDAY
MONDAY, MAY 31	MEMORIAL DAY – SCHOOL HOLIDAY
THURSDAY, JUNE 10	GRADUATION EXERCISES (11:00 AM)
FRIDAY, JUNE 11	LAST DAY OF 2020-2021 ACADEMIC YEAR
MONDAY, JUNE 14	FIRST DAY OF SUMMER CAMP 2021
MONDAY, JULY 5	INDEPENDENCE DAY OBSERVED- SCHOOL/CAMP HOLIDAY

I HAVE READ AND UNDERSTAND THE WINDMILL 2020-2021 SCHOOL CALENDAR

SIGNATURE _____

DATE _____

PLEASE NOTE: FULL TUITION IS DUE FOR ALL DESIGNATED SCHOOL HOLIDAYS,
EARLY DISMISSALS AND ANY WEATHER AND/OR EMERGENCY DAYS.
WINDMILL DAY SCHOOL RESERVES THE RIGHT TO ALTER THIS CALENDAR.

Windmill Day School & Camp Policy Amendments Regarding our 2020-2021 Academic Year and COVID-19:
This fall, and until further notice, Windmill Day School & Camp will be maintaining the following procedures in an attempt to mitigate the spread of COVID-19. Procedures/protocols to which you are agreeing include, but are not limited to:

- Beginning August 31, 2020, Windmill Day School & Camp's hours of operation will be 8:00 am - 4:30 pm.
- Drop off times will be from 8:00-9:00 AM. Pick up times will be from 3:30-4:30 PM. Please schedule any appointments for your student at the beginning or end of your day. Re-admittance will not be permitted.
- Due to our amended hours of operation, both a morning and an afternoon snack will be provided.
- We require a packed, ready to eat, NUT/FISH/EGG-FREE lunch in a labeled bag/box for your student each day. Lunches will not be cooled/warmed by Windmill staff to minimize handling and cross contamination. Please pack for your child accordingly.
- **There will be a late charge of \$3.00 per minute per camper/student picked up after 4:30 P.M.**
- In order to be admitted to school, staff and students will be required to comply with the following health screenings:
 - A completed 14-day health assessment prior to your first day of school.
 - Upon arrival, a daily health assessment and temperature check. Staff or students with temperatures above 100.0 or exhibiting symptoms of COVID-19 (or other illness) will not be admitted into school for a period as determined by the most current CDC guidelines.

Note: As outlined in Windmill Day School & Camp policies, a student exhibiting a fever must be fever-free for 72 hours, without the aid of fever reducing medication, and show NO OTHER SYMPTOMS in order to be re-admitted to school. **FULL TUITION IS DUE REGARDLESS OF ACTUAL ATTENDANCE**
 - In the event that a student shows symptoms of any illness upon arrival, other students in the same vehicle will NOT BE PERMITTED INTO SCHOOL. As such, we strongly discourage carpooling to/from school.
- Drop offs / Pick ups
 - In the event that a student gets sick while at Windmill Day School & Camp, parents/caregivers MUST be available to pick up their child(ren) immediately, and/or within no more than 45 minutes of receiving a phone call from Windmill Day School & Camp.
 - Drop offs will require a **masked** caregiver to also administer first applications of both PERSONAL hand sanitizer and sunscreen (when needed) AFTER successfully passing our health screening.
 - Sleeping bags (in a labeled pillow case) will go home weekly or more frequently as needed.
 - Please note: Non-essential visitors will not be permitted on Windmill Day School & Camp grounds at this time.
- Physical Distancing
 - Windmill Day School & Camp plans to be outside as often as possible, weather permitting, to allow for optimal spacing and fresh air.
- Mask Wearing
 - Windmill Day School & Camp requires (4) labeled masks per child over the age of 2 to be sent to Windmill in a small, labeled paper bag to be kept in each child's personal bin. Students over 2 should arrive each day in a clean, well- fitted, labeled mask.
 - Students should be familiar with how to effectively use their masks.
 - Staff and students will not wear masks when engaging in physical activity, eating and/or napping or when outside and able to physically distance.
 - A doctor's note will be required for any student deemed medically exempt from mask wearing.
- Additional Health and Hygiene Protocols
 - Basic hand washing routines will be increased throughout the entirety of our school day.
 - When hand washing is not feasible, staff will distribute and properly supervise the use of hand sanitizer with students as needed.
 - High touch surfaces will be sanitized frequently throughout the entirety of our school day.
 - Bathrooms, port-a-potties, etc. will be sanitized after group use (hourly, and/or as feasible).

Due to the fluid nature of COVID-19, all policies and procedures are subject to change.
By signing here, you acknowledge and agree to the amended policies of Windmill Day School & Camp.

Signature _____ Date _____

CHILD HEALTH REPORT

(55 PA CODE §§3270.131, 3280.131 AND 3290.131)

Parent/Provider fill in this part.

CHILD'S NAME: (LAST)	(FIRST)	PARENT/GUARDIAN:
DATE OF BIRTH:	HOME PHONE:	ADDRESS:
CHILD CARE FACILITY NAME:		
FACILITY PHONE:	COUNTY:	WORK PHONE:
<input type="checkbox"/> I authorize the child care staff and my child's health professional to communicate directly if needed to clarify information on this form about my child.		
PARENT'S SIGNATURE:		

DO NOT OMIT ANY INFORMATION
 This form may be updated by a health professional. Initial and date any new data. The child care facility needs a copy of the form.

HEALTH HISTORY AND MEDICAL INFORMATION PERTINENT TO ROUTINE CHILD CARE AND DIAGNOSIS/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY):
 NONE

DESCRIBE ALL MEDICATION AND ANY SPECIAL DIET THE CHILD RECEIVES AND THE REASON FOR MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A CHILD RECEIVES SHOULD BE DOCUMENTED IN THE EVENT THE CHILD REQUIRES EMERGENCY MEDICAL CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY.
 NONE

CHILD'S ALLERGIES (DESCRIBE, IF ANY):
 NONE

LIST ANY HEALTH PROBLEMS OR SPECIAL NEEDS AND RECOMMENDED TREATMENT/SERVICES. ATTACH ADDITIONAL SHEETS IF NECESSARY TO DESCRIBE THE PLAN FOR CARE THAT SHOULD BE FOLLOWED FOR THE CHILD, INCLUDING INDICATION OF SPECIAL TRAINING REQUIRED FOR STAFF, EQUIPMENT AND PROVISION FOR EMERGENCIES.
 NONE

IN YOUR ASSESSMENT, IS THE CHILD ABLE TO PARTICIPATE IN CHILD CARE AND DOES THE CHILD APPEAR TO BE FREE FROM CONTAGIOUS OR COMMUNICABLE DISEASES?
 YES NO IF NO, PLEASE EXPLAIN YOUR ANSWER:

HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE SCHEDULE AT WWW.AAP.ORG) <input type="checkbox"/> YES <input type="checkbox"/> NO	<p>NOTE BELOW IF THE RESULTS OF VISION, HEARING OR LEAD SCREENINGS WERE ABNORMAL. IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">VISION (subjective until age 3)</td> <td></td> </tr> <tr> <td>HEARING (subjective until age 4)</td> <td></td> </tr> <tr> <td>LEAD</td> <td></td> </tr> </table>	VISION (subjective until age 3)		HEARING (subjective until age 4)		LEAD	
VISION (subjective until age 3)							
HEARING (subjective until age 4)							
LEAD							

RECORD DATES OF IMMUNIZATIONS BELOW OR ATTACH A PHOTOCOPY OF THE CHILD'S IMMUNIZATION RECORD

IMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS
HEP-B						
ROTAVIRUS						
DTAP/DTP/TD						
HIB						
PNEUMOCOCCAL						
POLIO						
INFLUENZA						
MMR						
VARICELLA						
HEP-A						
MENINGOCOCCAL						
OTHER						

MEDICAL CARE PROVIDER:	SIGNATURE OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT
ADDRESS:	TITLE:
PHONE:	LICENSE NUMBER: DATE FORM SIGNED:

Parents may write immunization dates; health professional should verify and complete all data.