

2023/2024 APPLICATION FOR ENROLLMENT

Child's Full Name _____ Nickname _____

Address _____

Date of Birth _____ Age as of September 1, 2023 _____

Telephone # _____ Religious Affiliation _____

School Attending _____ Sex _____

Parent Name _____ Parent Cell Phone Number _____

Parent E-Mail Address _____

Home Address _____

Business Address _____ Business Phone _____

Parent Name _____ Parent Cell Phone _____

Parent 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:

PROVIDER: _____ **POLICY #(REQUIRED)** _____

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: reg fee _____ dep _____ med _____ database _____ emergency contact _____

EMERGENCY CONTACT / PARENTAL CONSENT FORM

CHILD'S NAME	Birthdate
Address	
PARENT NAME/LEGAL GUARDIAN	Home Telephone
Address	Parent Email
Cellular Phone	
Business Name	Bus. Telephone
Address	
PARENT NAME/LEGAL GUARDIAN	Home Telephone
Address	Parent 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 IN ORDER TO BE ENROLLED AT WINDMILL DAY SCHOOL!	
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 FOR AGES:

WEEKLY PRICING:

- 12 - 24 Months \$395
- 24 - 36 Months \$375
- 3 Years Of Age & Above \$365

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 during all hours of operation, 8:00 am - 4:30 pm.
- There is a \$100.00 non-refundable/non-transferable registration fee required with all applications for our 2023-2024 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.
- Full copies of all applicable Department of Human Service's child care regulations are available online and accessible electronically on the department's website at:
 - <https://www.dhs.pa.gov/providers/Child-Care/Pages/Child-Care-Regulations.aspx>.
 - Any questions, concerns or comments, please contact our regional child care office at Office of Child Development and Early Learning (c/o Department of Human Services) SE Bureau of Certification 801 Market Street 6th Floor Philadelphia, Pa 19107 215-560-2541

CHILD'S NAME:

APPROXIMATE ARRIVAL / DEPARTURE TIME:

AM

PM

ORIGINAL DATE OF ENROLLMENT/ADMISSION:

START DATE FOR THE 2023-2024 ACADEMIC YEAR:

DATE OF CHILD'S WITHDRAWAL*:

(*Toddler House Enrollment is based upon Year Round Attendance)

PERSON(S) TO WHOM YOUR CHILD MAY BE RELEASED:
PARENTS AS WELL AS ANY ADDITIONAL 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 full 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: If you are enrolled for our Academic Year, you are financially responsible for all weeks from time of enrollment through June 7th, 2024. After 6 months of attendance, you are eligible for 1 week of vacation credit during our academic year.

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 tympanic temperature is over 100.0 degrees), 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. 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. 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:

Windmill Day School & Camp reserves the right to implement Covid Related Protocols as we deem necessary. Physical distancing, good hygiene practices, frequent hand washing and additional cleaning and sanitizing will be practiced daily. Due to the fluid nature of the virus, Windmill Day School & Camp reserves the right to alter all policy and procedure with regards to mitigation strategies for both students and staff. 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-19 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 food labels 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

LUNCH POLICY:

Windmill Day School & Camp will provide both morning and afternoon snacks during the 2023-2024 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

**CIVIL RIGHTS COMPLIANCE
PARENT AWARENESS**

IN ACCORDANCE WITH APPLICABLE FEDERAL AND STATE
CIVIL RIGHTS LAWS AND REGULATORY REQUIRMENTS,
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**

PARENT/ GUARDIAN SIGNATURE DATE

STAFF SIGNATURE DATE

WINDMILL DAY SCHOOL 2023-2024 SCHOOL CALENDAR

MONDAY, AUGUST 28	FIRST DAY OF SCHOOL FOR OUR 2023-2024 ACADEMIC YEAR
FRIDAY, SEPTEMBER 1	SCHOOL CLOSED
MONDAY, SEPTEMBER 4	LABOR DAY - SCHOOL HOLIDAY
FRIDAY, SEPTEMBER 15	ROSH HASHANAH - SCHOOL HOLIDAY
MONDAY, SEPTEMBER 25	YOM KIPPUR – SCHOOL HOLIDAY
MONDAY, OCTOBER 9	INDIGENOUS PEOPLES' DAY
FRIDAY, OCTOBER 31	EARLY DISMISSAL- 1:00 PM PROFESSIONAL DEVELOPMENT
TUESDAY, NOVEMBER 7	ELECTION DAY-SCHOOL CLOSED PROFESSIONAL DEVELOPMENT
WEDNESDAY, NOVEMBER 22	EARLY DISMISSAL – 1:00 PM
THURSDAY, NOVEMBER 23	THANKSGIVING RECESS - SCHOOL HOLIDAY
FRIDAY, NOVEMBER 24	THANKSGIVING RECESS - SCHOOL HOLIDAY
FRIDAY, DECEMBER 1	EARLY DISMISSAL - 1:00 PM PROFESSIONAL DEVELOPMENT
FRIDAY, DECEMBER 15	EARLY DISMISSAL - 1:00 PM PROFESSIONAL DEVELOPMENT
FRIDAY, DECEMBER 22	EARLY DISMISSAL - 1: 00 PM WINTER RECESS BEGINS
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
FRIDAY, FEBRUARY 16	SCHOOL CLOSED- PROFESSIONAL DEVELOPMENT
MONDAY, FEBRUARY 19	PRESIDENTS' DAY - SCHOOL HOLIDAY
TUESDAY, MARCH 12	EARLY DISMISSAL- 1:00 PM PROFESSIONAL DEVELOPMENT
WEDNESDAY, MARCH 27	EARLY DISMISSAL- 1:00 PM PROFESSIONAL DEVELOPMENT/CONFERENCES
THURSDAY, MARCH 28	SCHOOL CLOSED PROFESSIONAL DEVELOPMENT/CONFERENCES
FRIDAY, MARCH 29	SPRING RECESS-SCHOOL HOLIDAY
MONDAY, APRIL 1	SPRING RECESS- SCHOOL HOLIDAY
FRIDAY, APRIL 12	EARLY DISMISSAL- 1:00 PM PROFESSIONAL DEVELOPMENT
TUESDAY, APRIL 23	SCHOOL CLOSED - 1: 00 PM PROFESSIONAL DEVELOPMENT/CONFERENCES
THURSDAY, MAY 23	EARLY DISMISSAL- 1:00 PM PROFESSIONAL DEVELOPMENT
FRIDAY, MAY 24	SCHOOL HOLIDAY
MONDAY, MAY 27	MEMORIAL DAY – SCHOOL HOLIDAY
WEDNESDAY, JUNE 12	GRADUATION EXERCISES (11:00 AM)
FRIDAY, JUNE 14	EARLY DISMISSAL - 1:00 PM LAST DAY OF 2023-2024 ACADEMIC YEAR
MONDAY, JUNE 17	FIRST DAY OF SUMMER CAMP 2024
THURSDAY, JULY 4	INDEPENDENCE DAY SCHOOL/CAMP HOLIDAY

I HAVE READ AND UNDERSTAND THE WINDMILL 2022-2023 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.

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	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.						
	<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.