



Nationally Accredited by NAEYC's  
National Academy of Early Childhood Programs  
Program #478417

## **REQUIRED FORMS FOR ENROLLMENT**

**Family Contract  
Health Form  
Emergency Forms  
Permission Form  
Permission to Administer  
Non-Prescription Medication  
Medical Care Plan**



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**FAMILY CONTRACT**  
**School Year 2022/23**

**I, (Print your name) \_\_\_\_\_ understand the Payment Schedule and agree to accept responsibility for payment of all fees and that refunds after withdrawal are issued as a credit against future use of the program after non-refundable portions are deducted. I agree to read the Family Handbook (revised copy will be mailed in June) and promise to abide by all the policy requirements of the school. Additionally, I acknowledge that prior to enrollment; the school's Discipline Policy was discussed with me.**

**WITHDRAWAL/DISENROLLMENT POLICY**

Every effort will be made to meet a child's needs. We do not consider exclusionary measures until all other possible interventions have been exhausted. If both family and staff come to the mutual agreement that the school is unable to meet the needs of the child, and that it is in the best interest of the child, only then will the child be disenrolled. This policy is communicated to all families and staff.

There is a period of "provisional enrollment," of 30 school days, during which time family, staff and children are able to assess whether the school will satisfy the needs of all concerned. Our goal with this policy is to limit or eliminate the use of suspension, expulsion or any other exclusionary measures.

We will make every effort to use Scientifically Researched Based Intervention strategies to address challenging behaviors any child may display. We may also pull in any of our Consultants (See Family Handbook pages 42-43) for resources and advice. However, we reserve the right to exclude a child at any time we deem necessary. Reasons for exclusion include, without limitation, the following:

- Excessive disruptive behavior by the child or family
- Excessive and continuing injuring of other children, adults or property
- Failure to pay tuition on time, or failure to abide by any terms of this contract
- Excessive lateness in picking up the child
- Any other inappropriate conduct, to be determined in our sole discretion

However, we reserve the right to expel the child immediately and without notice under appropriate circumstances, to be determined in our sole discretion and so that our program complies with all federal and state civil rights laws. The Five Mile River Nursery School will make every effort to assist the family to access services and alternative placement.

**Signed,**

\_\_\_\_\_

**(Your signature)**

\_\_\_\_\_

**(Date)**

**Payments may be received by credit card with a 3.5% convenience fee**

**IN CASE OF CLOSURE DUE TO PANDEMIC  
A SEPARATE SET OF GUIDELINES FOR PAYMENT WILL BE SENT**

**Tuition checks should be made out to the Five Mile River Nursery School and mailed to 5 Pennoyer Street, Rowayton, CT 06853, Attn: Administrative Coordinator. You may also hand deliver your check to the Administrator's mail box located in the church's library, or directly to the nursery school office.**

**Please provide the email address (es) where invoices should be sent:**

Returned checks will be subject to a \$20 service fee. After 30 days, an automatic late fee of \$25 will be added to any outstanding invoice. Families unable to keep current with tuition payments within 60 days must make arrangements for payment with the Nursery School Council, and after 90 days, be suspended or asked to withdraw from the program.

THIS FORM MUST BE COMPLETED IN FULL, SIGNED BY FAMILIES AND MAINTAINED ON SCHOOL PREMISES.

Families failing to pay outstanding balances in accordance to the schedule below will be notified of their default. Failure to make any payments may result in the loss of your child's space in the class to another child and termination of this contact (without refunding prior payments, if any).

If the family withdraws the child from enrollment at FMRNS at any time after September 1st, the family remains obligated under this contract for the full year's tuition unless the child's place at FMRNS is filled by another child, in which case the family's monetary obligations under this contract shall decrease pro rata.

FMRNS shall not be obligated to mitigate a family's damages or required to accept a student to replace a student who withdraws from the school. FMRNS shall not be liable to return any pro rata to a family which has withdrawn their child from enrollment or to a family for which FMRNS has terminated this contract unless and until a replacement family has paid the tuition for their child.

There is also no reimbursement in the case of absence because of illness or other cause.

It is agreed that the school may, in its absolute discretion, abrogate this contract at any time, at which time the parents will be liable for the prorated tuition, and thereafter, all liabilities hereunder shall cease.

The chart below outlines the FMRNS outstanding balances procedures:

30 days	<ul style="list-style-type: none"> <li>• Original invoice emailed. Payment due within 30 days.</li> </ul>
45 days	<ul style="list-style-type: none"> <li>• Reminder emailed</li> <li>• Letter sent. The letter will include the following:               <ul style="list-style-type: none"> <li>○ Late charge assessed (\$25 fee)</li> <li>○ Please contact us to determine an individualized, adjusted payment plan</li> <li>○ Explore potential scholarship opportunities</li> <li>○ Child not able to participate in extended day options until outstanding balance is up-to-date</li> </ul> </li> </ul>
60 days	<ul style="list-style-type: none"> <li>• Certified letter mailed</li> </ul>
75 days	<ul style="list-style-type: none"> <li>• Phone call by council member (not parent in same class)</li> </ul>
90 days	<ul style="list-style-type: none"> <li>• Through phone call, in-person meeting &amp; letter: Initiate discussion of potential student withdrawal</li> </ul>
After 90 days	<ul style="list-style-type: none"> <li>• Letter mailed. The letter will include the following:               <ul style="list-style-type: none"> <li>○ The student will not be welcomed back at FMRNS the following school year</li> <li>○ Third party collection agency contacted to resolve debt</li> </ul> </li> </ul>



**EMERGENCY CARD\* School Year: 2022/2023**

CHILD'S NAME \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

CHILD'S ADDRESS \_\_\_\_\_ MAIN PHONE: \_\_\_\_\_

Date child entered program (mm/dd/yy) \_\_\_\_\_ CELL/WORK PHONE: \_\_\_\_\_

Child's home language: \_\_\_\_\_ Translation needed? Y/N \_\_\_\_\_

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

1. Family's Name & Home Address (if different) \_\_\_\_\_ Main PHONE \_\_\_\_\_

2. Family's Name & Home Address (if different) \_\_\_\_\_ Main PHONE \_\_\_\_\_

1. Family's Employer (include street address & zip code) \_\_\_\_\_

\_\_\_\_\_ BUS. PHONE \_\_\_\_\_

2. Family's Employer (include street address & zip code) \_\_\_\_\_

\_\_\_\_\_ BUS. PHONE \_\_\_\_\_

**ALTERNATE: Persons, other than family members, who live nearby to be called to transport in case of emergency and authorized to pick your child.**

1 \_\_\_\_\_ PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

2 \_\_\_\_\_ PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

PHYSICIAN Name & Address \_\_\_\_\_ PHONE \_\_\_\_\_

ALLERGIES: \_\_\_\_\_

MEDICATIONS: \_\_\_\_\_ LAST DPT \_\_\_\_\_

HOSPITAL PREFERRED \_\_\_\_\_ Insurance Policy Number \_\_\_\_\_

OTHER SIGNIFICANT MEDICAL INFORMATION \_\_\_\_\_

Child's DENTIST Name & Address \_\_\_\_\_ Phone \_\_\_\_\_

I give permission to Five Mile River Nursery School to make whatever emergency, (e.g., first aid, disaster evacuation) measures as judged necessary for the care and protection of my child (name) \_\_\_\_\_ while under the supervision of the School/Center.

In case of a medical emergency, I understand that my child will be transported to an appropriate medical facility by the local emergency unit for treatment if the local emergency resource, (police, rescue squad) deems it necessary. The child will be transported at the expense of \_\_\_\_\_ (Family)

It is understood that in some medical situations, the staff will need to contact the local emergency resource before the family, child's physician, and/or other adult acting on the family's behalf.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

(Family or Guardian)

\*To be kept by school telephone and taken on all field trips. Programs providing transportation should carry a duplicate set in vehicle.



**PERMISSION AGREEMENT**  
**CAMP AND SCHOOL YEAR**

- A. I/we grant permission for my child, to use all of the play equipment and participate in all of the activities of the school, unless exceptions are noted here. \_\_\_\_\_
- B. I/we grant permission for my child to leave the school premises under supervision of a staff member for neighborhood walks or for field trips in an authorized vehicle.
- C. I/we grant permission for my child to be included in evaluations, pictures, and publicity connected with the center's programs. Publicity photos may include unidentified photos used on the school website, Facebook Fan Page, or community website. Please provide your preferred email address: \_\_\_\_\_
- D. I/we grant permission for the program to post information about my child's allergy(ies) in food preparation areas and all other areas in the program facility the child uses to be used as a visual reminder to all those who interact with my child during the program day.
- E. I hereby grant permission for the staff to take whatever steps may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to, the following:
1. Administer first aid.
  2. Attempt to contact the family or guardian.
  3. Attempt to contact the child's physician.
  4. Attempt to contact the family through any of the persons listed on the emergency information card completed for the Center. (Note: It is the family's responsibility to keep this card up to date.)
  5. If we cannot contact the family or the child's physician, we will do any or all of the following:
    - a. Call another physician.
    - b. Call an ambulance.
    - c. Have the child taken to an emergency hospital in the company of a staff member; staff vehicle; program vehicle.
  6. Any expenses incurred under 5. above will be borne by the child's family.
- F. **The school will not be responsible for anything that may happen as a result of false or incorrect information given at the time of enrollment.**
- G. **The school will not assume responsibility for a child who has not been signed in when he/she arrives for the day.**
- H. **I/we acknowledge that the behavior management/discipline plan has been discussed at the Family Meeting, supplied to me in the Family Handbook, and reviewed prior to enrollment.**
- H. **After review of my child's developmental assessment (CT DOTS and ASQ), I/we grant permission for my child's teachers to communicate confidentially with any receiving school about the information contained in the report, for the purposes of educational planning for the needs of my child.**

**I. For children age 2-3/4 – 3 years old: I agree to allow my child to participate in the FMRNS Camp and/or Preschool Program where my child will interact with children ages 3 to 5 years with child to teacher ratios not to exceed 10 to 1. I understand that the policies and procedures that are applied to children that are three years old will be applied to this child, including but not limited to the ratio of staff to children and group size.**

Signed: (Family or Legal Guardian)

Signed: (Director)

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



## Summer & Pandemic Program Information for Families ~ Signature Required ~

Please sign acknowledging that you have read, understand, and agree to follow these protocols.

There will be a maximum group size of 20 children using one classroom per day, or two groups of 13 and one group of 10 may use the playground (maximum 37 children) or Fellowship Hall (maximum 27 children) space together. Depending on a 1 to 10 adult to child staffing ratio, a maximum number of children on site per day may be 44 when Twos are present or 48 when only preschool children are present.

All children and staff may have their temperature taken upon arrival: the maximum temperature for attendance will be 99° or 38° Celsius. (Families and staff may bring their own thermometer to take each child's temperature). Parents must use the touch-less check-in and answer health questions using the BrightWheel App. The checklist of questions will assure that your child **has been fever-free for 24 hours without medication, has no other symptoms such as cough or shortness of breath, has had no contact with Covid-19, and is not awaiting the result of a Covid test for anyone in the household.**

Children may be excused who appear to be sick, at the discretion of the staff. During the program year children should arrive according to the staggered arrival times. In summer, children may arrive beginning at 9:20 am

Only staff members and parents of 2-year olds will be admitted inside the building. Families of preschoolers will check in at the door or playground gate.

Families will check in to "Summer" or the assigned classroom using the BrightWheel app and must either scan the QR code with their own device or submit their personal code to the staff member checking in. Families may NOT touch any device other than their own. All families must enable persistent push notifications on the BrightWheel app so we can be in touch with you immediately in case of emergency.

All children and staff must wash hands upon arrival with soap and water for at least 20 seconds. Hand washing will occur frequently: before and after play in the sensory table; playdough; toileting; eating; handling pets; soiled tissues or garbage; and as often as necessary. When handwashing is unavailable, hand sanitizer will be used.

All staff may use a cloth face covering while inside the workplace, since the mask requirement is now optional.

All children may wear a cloth face covering as masks are now optional; however toddlers (age 24-32 months) are not required to wear a cloth face covering. Families may choose to have their children wear a mask which staff will reinforce. Masks will be required, if exposure to Covid 19 occurs in the classroom, children age 3 and up may return to school after 5 days isolation and a negative Covid test (home tests are acceptable); as long as they can wear a mask consistently for the full 10 day quarantine while indoors at school. Children under three must isolate for the full 10 quarantine period before returning to school. Exceptions for children who have recovered from Covid within the previous 90 days, who may attend school with a doctor's note affirming their recovery. Please refer to our Covid Guidance Chart shared with families on BrightWheel.

All staff will, and all children should, cover coughs and sneezes with a tissue or the corner of the elbow. Soiled tissues must be disposed of immediately after use, and hands washed for 20 seconds.

The classrooms will be cleaned and disinfected daily, allowing disinfectant to air dry for a minimum of three minutes.

Children must bring their own nut-free lunch. Snack will be provided by FMRNS.

Toys will also be rotated and sanitized daily.

If anyone in the program becomes sick with Coronavirus:

- We will report the case to the CT Department of Public Health.
- Determine the date of symptom onset for the child/staff member.
- Determine if the child/staff member attended/worked at the program while symptomatic or during the **two days before symptoms began**.
- Identify what days the child/staff member attended/worked during that time.
- Determine who had close contact with the child/staff member at the program during those days (staff and other children)
- Exclude the children and staff members who are determined to have had close contact with the affected child/staff member for **5 days** after the last day they had contact with the affected child/staff member **OR after day 6, upon submission of a written documentation of a negative Covid test. The PCR test is the most reliable and preferred over an Antigen test. An in-home test is now an accepted means of testing, please submit a photograph of the result.**
  - We will conduct appropriate cleaning and disinfection:
    - Close off areas used by the person who is sick.
    - Open outside doors and windows to increase air circulation in all areas.
    - Wait up to 24 hours (or as long as possible) before cleaning or disinfecting to allow respiratory droplets to settle before cleaning and disinfecting.
    - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
    - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
    - Continue routine cleaning and disinfection.

Depending on the size of the program and the number of people affected, closure of a particular room in the program (for larger centers) or the entire program might need to be considered. Specific situations and exposures can be discussed with the local health department or the Department of Public Health (860.509.7994).

I have read and understand the above protocols for participation in Five Mile River Nursery School's program. We are honored that you are entrusting us with the safety and wellbeing of your children. Nothing is a guarantee, but the best prevention is a combination of multiple strategies. Thank you for helping us meet these guidelines.

- a. Limit visitors in the building
- b. Be alert for symptoms
- c. Wear masks indoors when required
- d. Wash hands frequently

I have read and agree to follow the above guidelines. **If I fail to follow any of these guidelines, I may be asked to withdraw my child.**

Signed: \_\_\_\_\_ Printed Name and Date: \_\_\_\_\_



School Year 2022/2023

**OPTIONAL ALTERNATE PICK-UP PERMISSION**

FOR \_\_\_\_\_

**I/WE GIVE PERMISSION FOR THE FOLLOWING PEOPLE TO PICK UP MY CHILD AT ANY TIME:**

<u>Name</u>	<u>Telephone #</u>	<u>Relationship</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**FAMILIES PLEASE NOTE:**

- 1. A picture ID is required for anyone picking up your child. Please upload a photo of yourself, your child, and any approved persons picking up your child to BrightWheel.**
- 2. In the event that any of the approved persons come in to pick up your child, we will release your child to them, provided they have proper identification, as they have already been approved by your signature below. However, we would prefer prior notification as an extra precaution.**
- 3. If there is any change in this pick-up agreement, it is the family's responsibility to notify the school of the change.**
- 4. Families should add all approved pickups and upload their photo to the BrightWheel App and make sure each person has downloaded the app.**

**I have read and agree to the requirements to allow the above person(s) to pick up my child at any time.**

**Family signature \_\_\_\_\_ Date \_\_\_\_\_**

**No one will be allowed to pick up your child without prior written permission by BrightWheel, note or by email.**





**FAMILY/GUARDIAN AUTHORIZATION FOR THE ADMINISTRATION OF  
NON-PRESCRIPTION TOPICAL MEDICATIONS BY CHILDCARE PERSONNEL**

**To Childcare nurse, director or teacher:**

I hereby request that the following non-prescription topical medication be administered by my child under the supervision of a staff member of the childcare facility. I understand that I must supply the childcare center or group home with the non-prescription topical medication in the original container labeled with my child's name, the name of the medication and the directions for the medication administration.

This authorization is limited to the following topical medications:

1. Non-prescription skin lotion.
2. Non-prescription insect repellants.
3. Non-prescription sunscreen protectants that are free of amino benzoic acid (PABA) or its derivatives.

**Name of child** \_\_\_\_\_ **DOB** \_\_\_\_\_

**Address** \_\_\_\_\_

**Medication: Name, method of administration, area of application** \_\_\_\_\_

**Schedule of administration** \_\_\_\_\_

**Medication shall be administered: From:** \_\_\_\_\_ **To** \_\_\_\_\_  
Date Date

**Reason for which medication is being administered** \_\_\_\_\_

**I have administered at least one application of the above medication to my child without adverse side effects.**

**Family/Guardian Signature** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Printed Name of Family/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Work** \_\_\_\_\_ **Cell** \_\_\_\_\_



**Please contact the school for appropriate permission forms if you require any prescribed medications to be administered by school staff. No prescription medication will be administered without fully completed, signed and staff-reviewed forms on file at the school. Note that your child may not attend school without his/her necessary medications and permissions to administer.**

**FOR STAFF TO COMPLETE:**

**Family authorization form and medications received by**

**Signature of staff** \_\_\_\_\_

**Medication started** \_\_\_\_\_  
**Date and time**

**Medication completed** \_\_\_\_\_  
**Date and time**



## Medical Care Plan

(To be filled out by the parent and reviewed by the classroom teacher and program administrator for any medical assessment need indicated on health form)

Child's Name		
Date of Birth		
Medical Condition		
Signs and Symptoms		Plan of Action:
1.		
2.		
3.		
4.		
5.		
6.		
Monitoring		
Signature of Parent		Date:
Please print name		
Parent Contact Information	Phone:	Alternate Phone:
Other Emergency Contact	Name/Relationship:	Main Phone:
Other Emergency Contact	Name/Relationship:	Main Phone:
Signature of Teacher		Date:
Print name and classroom		
Signature Administrator		Date:
Please print name and title		