



ENROLLMENT APPLICATION

Student Information:

Date of Birth: _____ Sex: ____ Date of Enrollment: _____

Full Name: _____
Last First Middle Nickname

Child's Physical Address: _____

Primary Hours of Care: From _____ To _____

Days of the Week in Care: M T W Th F (circle)

Maternal Language: _____ First experience in Child Care? ____ Yes ____ No

Allergies: _____ (initial here _____)

Family Information:

Child lives with: _____ Mother _____ Father _____ Part Time _____ Other _____

Parent/Guardian Name:

Parent/Guardian Name:

Address:

Address:

Date of Birth:

Date of Birth:

Driver's License#:

Driver's License#:

Cell #: _____ Texting ok: ____ Y ____ N

Cell #: _____ Texting ok: ____ Y ____ N

Carrier (circle): AT&T - TMobile - MetroPCS - Other

Carrier (circle): AT&T - TMobile - MetroPCS - Other

Work #:

Work #:

Employer:

Employer:

Work Address:

Work Address:

Email:

Email:

Relationship to the child:

Relationship to the child:

Custody: Mother Father

Custody: Mother Father

Marital Status: _____ Single _____ Married _____ Divorced _____ Legally Separated

If divorced or never married, who has legal custody? _____
(Document from the court may be required)

In case parental responsibilities have been determined by court after marriage dissolution, Nest ELC requires a copy of the Marital Settlement Agreement. In the event that parents do not have a court document, custodial parents upon enrollment will be considered decision makers.



Medical Information

I authorize staff at Nest Early Learning Center who are trained in the basics of first aid to give my child first aid/CPR when necessary. I understand that every effort will be made to contact me or other authorized emergency contacts in the event of an emergency requiring medical attention for my child. However, if I or my emergency contacts cannot be reached, I hereby authorize Nest ELC to secure necessary medical treatment for my child.

I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Child Primary Care Physician: _____
Address: _____ Phone: _____

Dentist: _____
Address: _____ Phone: _____

Hospital Preference: _____

Child's allergies:

Chronic conditions:

Regular Medications:

Health Insurance Provider: _____
Policy #: _____

Emergency Care Plan instructions including symptoms, medication and notification in the event of an actual emergency (if applicable):

Parent/Guardian Print Name

Parent/Guardian Signature

Date

Parent/Guardian Print Name

Parent/Guardian Signature

Date



Emergency Contacts

I understand that my child must be signed in and out by a parent or authorized adult every day of attendance. The child must be escorted to the main lobby and only left when a staff member is present in the room. By signing this form, I hereby agree that Nest Early Learning Center, its staff members, Director or other officers are not responsible for any injury or accident that may occur on the school premises if the child is left alone without the supervision of a Nest ELC staff member.

I hereby understand that my child will not be released to any unauthorized adult.

An authorized adult is any person listed on this application that has the right to pick up or drop off a child at Nest ELC, and may also be listed as an emergency contact.

Parent/Guardian Print Name Parent/Guardian Signature Date

Parent/Guardian Print Name Parent/Guardian Signature Date

Name	Phone #	Relationship	Emergency Contact	Pick Up
	Cell: _____ Work: _____		____ Yes ____ No	____ Yes ____ No
	Cell: _____ Work: _____		____ Yes ____ No	____ Yes ____ No
	Cell: _____ Work: _____		____ Yes ____ No	____ Yes ____ No
	Cell: _____ Work: _____		____ Yes ____ No	____ Yes ____ No
	Cell: _____ Work: _____		____ Yes ____ No	____ Yes ____ No



DISCIPLINE AND EXPULSION POLICIES

DISCIPLINE POLICY

At Nest Early Learning Center, we prioritize a nurturing and positive environment for all children. Our personnel strictly adhere to the following discipline guidelines in accordance with Florida Statutes Chapter 402:

Our staff DO NOT:

- Inflict corporal/physical punishment, as per Florida law prohibiting such actions in childcare settings.
- Shake, jerk, pinch, or handle any child roughly, in line with state regulations promoting positive guidance techniques.
- Verbally abuse or humiliate a child, as outlined by Florida statutes emphasizing respectful and dignified interactions with children.

If you believe that any staff member is not following these rules, please inform us privately and immediately. We will conduct a thorough investigation, and appropriate consequences will be implemented promptly.

Our approach to teaching children respect for themselves, others, property, and the environment is centered on positive reinforcement techniques that encourage self-control. Our staff handles behavioral situations as follows:

- **First Time:** Redirecting the behavior, consistent with positive guidance methods encouraged by Florida's regulations.
- **Second Time:** Bringing the child closer to the teacher for a discussion about the problem, understanding the child's perspective, and exploring emotions, in line with state guidelines on effective discipline strategies.
- **Third Time:** The child will be asked to sit quietly in a designated "Safe Place" away from other children, with an age-appropriate duration, following Florida's emphasis on age-appropriate interventions.
- **If the problem persists:** Parents/legal guardians will be notified, and together with staff, they will devise an effective plan of action. The child may lose the privilege of a favorite activity and be asked to sit in the director's office or at the front desk, aligning with Florida's requirement for parental involvement and collaborative problem-solving.
- **Continued behavioral issues:** Dismissal may be considered, based on the Director's discretion, after exhausting all other interventions and parental involvement, as allowed by Florida law.

We believe in working collaboratively with parents/legal guardians to ensure a positive learning experience for every child while maintaining a safe and respectful environment at Nest Early Learning Center, as mandated by Florida's daycare regulations

The following behaviors are considered inappropriate at Nest Early Learning Center:

- Running in the classroom
- Leaving the area or group without permission
- Becoming disruptive
- Removing shoes or other articles of clothing
- Throwing toys, rocks, or sand
- Using toys and materials inappropriately
- Engaging in aggressive behavior
- Using abusive or inappropriate language



- Arguing with team members or other children
- Demonstrating a lack of cooperation
- Any behavior determined by the director to be inappropriate
- Hurting themselves or others, such as hitting, biting, spitting, kicking, or pulling hair

We strive to foster a positive and respectful environment, and we encourage children to engage in appropriate behaviors during their time at our center.

Expulsion Policy

Our center is dedicated to providing a safe, nurturing environment that fosters learning and growth for all children. Our primary objective is to support children in achieving success across various learning areas. We strive to collaborate closely with families to prevent the need for enforcing disciplinary measures. However, Nest ELC reserves the right to cancel a child's enrollment for reasons including, but not limited to:

Parental Actions Leading to Expulsion/Suspension/Dismissal:

- Failure to make timely payments or habitual lateness in payment.
- Neglecting to complete required forms, including the child's immunization and physical records.
- Engaging in verbal abuse or disregard toward staff or other parents; threatening physical harm or intimidation toward staff members or other parents
- Habitual disregard for drop-off and pick-up times.
- Consistently disregarding sick child policies.
- Failing to adhere to policies and procedures outlined in the Program's Parent Handbook.

Children's Actions Resulting in Expulsion/Suspension/Dismissal:

- Inability of the child to adjust after a reasonable period.
- Persistent uncontrollable tantrums or angry outbursts.
- Repeated physical abuse toward staff or other children.
- Inability to achieve toilet training in our three-year-old program.
- Engaging in bullying or causing harm to other children.
- Purposefully damaging classroom or school property.
- Demonstrating needs that cannot be adequately met within our current staffing patterns.

Parent/Guardian Print Name

Parent/Guardian Signature

Date

Parent/Guardian Print Name

Parent/Guardian Signature

Date



Sick Policy

While we understand that parents need to work or assist classes, we are obligated to enforce this policy to protect everyone that attends Nest ELC from unnecessary exposure to a communicable disease. Parents/guardians that repeatedly fail to follow the following policies are subject to withdrawal of their child from the center.

1. Children who are ill **must not** be brought to Nest ELC under any circumstance.
2. Children who are ill **cannot return** to Nest ELC until they are free of all signs for at least 24 hours.
3. Children who are seen by a doctor and are cleared to return to school should present a **doctor's note releasing the child**.

Parents/teachers should look for the following signs:

- Severe coughing, causing the child to become red or blue in the face or make a whooping sound.
- Difficult or rapid breathing
- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Temperature of 100°F or 38°C measured in an axillary position.
- Cold symptoms (runny nose, fatigue, cough)
- Heavy nasal secretion
- Conjunctivitis (Pink eye)
- Untreated infected skin patches
- Rash, not associated with diapering, heat or allergic reactions. Specially with fever, itching or discomfort.
- Unusual dark urine and or gray/white stool, yellowish skin or eyes.
- Lice
- Child unusual behavior, cranky, fussy, not him/herself.
- Child is overtired.
- Vomiting
- Any other unusual signs or symptoms of illness.

Parents/guardians should not send children to Nest ELC if one or more of the above symptoms is present.

Teachers/Director will use their best judgment to determine when to send children home. Nest ELC will make all efforts to reach parents in case their child becomes ill during school day. If after 15 minutes of the first attempt of contact, Nest ELC is unable to contact the parent/guardian, we will call the emergency contact listed on the child's file. Parents/guardians are expected to promptly (within one hour) pick up their child from the center after being notified. Parents/guardians are expected to have an alternate childcare arrangement in place in case of illness.

Nest Early Learning Center is committed to ensuring the safety and well-being of all children in our care. In the event of an outbreak in a classroom, we will promptly notify parents to keep them informed and to provide guidance on any necessary actions.

Parent/Guardian Print Name

Parent/Guardian Signature

Date

Parent/Guardian Print Name

Parent/Guardian Signature

Date



Photo/Press Release Authorization Form

I understand that from time to time, Nest ELC may opt to take photographs of my child (name) _____, in a classroom setting, playground, special event, celebrations, school performances or others with academy purposes only, for the purpose of promoting the school on social media, school displays or yearbooks.

I hereby authorize and release Nest ELC to use my child's photos for the aforementioned purposes only at the school's discretion and without compensation.

Parent/Guardian Print Name

Parent/Guardian Signature

Date

Parent/Guardian Print Name

Parent/Guardian Signature

Date



Financial Agreement

I acknowledge that I am the parent/guardian of _____ and I am authorized to enter an application for enrollment with Nest ELC on the child's behalf. I am responsible for all charges and fees as laid out in this Financial Agreement. I understand that all charges and fees are non-refundable and represent a slot for my child in the school for an entire year with uninterrupted attendance. I understand that the Registration Fee and Rest Mat are to be paid up front at the time of enrollment and at the start of each successive school year.

Tuition payments are expected every Friday to secure your child's attendance for the following week. In the event that your payment is not received by Monday morning, a late fee of \$50 will be applied to your account. Please note that if your account remains delinquent for more than a week, Nest ELC will be unable to allow your child to attend school until the outstanding balance is settled.

Collection:

In the event that I should leave Nest ELC abruptly with an existing outstanding balance, I understand that my information will be handed out to a collection agency in the attempt to collect the funds. Delinquent accounts referred to a collection agency will be charged with all collection costs, including fees charged by the agency.

Fees:

Registration fee: \$75/child; \$120/2; \$175/3+children upon enrollment and paid only once

Curriculum Fee: \$50 to be paid every Summer

Rest Mat Fee: \$30 upon enrollment

Weekly Tuition: TBD by class.

Late Payment Fee: \$50 after every Tuesday of each week.

Late Pick-Up Fee: \$2.00 per minute/per child to be paid upon pick-up to the teacher that stayed with the child.

ACH Returned Fee: \$35

Parent/Guardian Print Name

Parent/Guardian Signature

Date

Parent/Guardian Print Name

Parent/Guardian Signature

Date



Receipt of Documents

Child's Name: _____

DOB: _____

- Sections 7.1 and 7.2, of the Child Care Facility Handbook, require a current **physical examination (Form 3040) and immunization record (Form 680 or 681)** within 30 days of enrollment.
- Section 7.3, of the Child Care Facility Handbook, requires that parents receive a copy of the **Child Care Facility Brochure, "Know Your Child Care Facility"** (CF/PI 175-24), or
- Section 7.3, C.3 of the Child Care Facility Handbook, requires that parents are provided **food and nutrition policies used by the childcare facility**.
- Section 2.8, of the Child Care Facility Handbook, requires that **parents are notified in writing of the disciplinary and expulsion policies** used by the childcare facility,
- I have received Nest Early Learning Center's Parent Handbook via email.

Your signature below indicates that you have read and received the above items and that the information on this enrollment form is complete and accurate. I hereby grant permission for the staff of this facility to have access to my child's records.

Parent/Guardian Print Name

Parent/Guardian Signature

Date

Parent/Guardian Print Name

Parent/Guardian Signature

Date



Parent/Guardian Acknowledgement

I acknowledge and agree to the following terms and conditions regarding my child's enrollment at Nest Early Learning Center: *(please initial)*

- ___ Nest Early Learning Center (NELC) agrees to provide childcare from 7:00 am to 5:30 pm.
- ___ I acknowledge that a Registration Fee of \$75 per child (NON-REFUNDABLE) is due on or before my child's first day.
- ___ I acknowledge that tuition is paid in advance, due every Friday regardless of whether my child attends. I understand that once tuition is paid, it is non-refundable.
- ___ I acknowledge that if tuition is late, a \$50 late fee per day will be added. I also understand that if late fees and tuition are not paid in full by Friday, I will forfeit my child's spot.
- ___ I acknowledge that tuition rates may be adjusted periodically.
- ___ I will adhere to Nest ELC's Sick Policy. My child will be free from illness/medication for 24 hours. I have received and understand Nest ELC's Sick Policy.
- ___ I understand that pick-up time is by 5:30 pm. Any time after 5:30 pm, I am subject to a late fee of \$2 per minute. If there are three instances of late pick-ups resulting in notifications, Nest ELC reserves the right to dismiss your child from our care
- ___ I understand that my child will not be allowed to enter or leave Nest ELC without being escorted by the parents, a person authorized by the parent(s), or facility personnel.
- ___ I acknowledge that it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g., telephone numbers, work location, emergency contacts, child's physical form and immunization form.
- ___ I understand that Nest ELC agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, or exposure to communicable diseases, which involve my child.
- ___ I acknowledge that if my child is to miss school due to illness or vacation, the full tuition is due. If my tuition is not paid, I will be charged late fees.
- ___ I acknowledge prior to withdrawing my child there is a two-week written notice.
- ___ I understand that no toys are allowed from home.
- ___ I acknowledge that I have read and understand the dress code.
- ___ I have received a copy of Nest ELC's Parent Handbook via email.
- ___ I acknowledge that I have reviewed and comprehend the holiday schedule and days when Nest ELC will be closed.
- ___ I understand Nest ELC has the right to suspend or expel my child based on the Parent Handbook's Expulsion Policy
- ___ I understand that my child is not permitted to be dropped off at Nest ELC any time after 9:30 am, unless accompanied by a doctor's note.
- ___ I understand that I am not allowed to solicit Nest ELC's staff to work for me in either my business or home.

Parent/Guardian Print Name

Parent/Guardian Signature

Date

Parent/Guardian Print Name

Parent/Guardian Signature

Date