

Open House Nursery School

Holiday Break Registration Form



Child

Last First Middle (& Nickname, if any)

/ /

Birth Date Gender

Allergies or other health information (Open House is a **nut-free** school)

Adult with Whom Child Resides

Last First Middle

Relationship to Child Best phone number Best email

Home Address

Second Adult

Last First Middle

Relationship to Child Best phone number Best email

Home Address (if different from above)

Adult Who Will Usually Pick up Child

Last First

Relationship to Child Best phone number

form continues on back

Other Adults Who May Pick up Child

Last First

Relationship to Child Best phone number

Last First

Relationship to Child Best phone number

Open House will release a child *only* to people listed on this form, unless parents give written authorization.

Program Fees

	Number of Days						
	1	2	3	4	5	6	7
9-1	\$100	\$200	\$275	\$350	\$420	\$480	\$520
9-3	\$120	\$240	330	\$420	\$500	\$575	\$640
8-5 or 9-6	\$150	\$300	\$420	\$530	\$625	\$715	\$800

Program Choice

Check days desired _____

- ___ Monday, April 10
- ___ Tuesday, April 11
- ___ Wednesday, April 12
- ___ Thursday, April 13
- ___ Friday, April 14
- ___ Monday, April 17
- ___ Tuesday, April 18

Check daily schedule desired* _____

- ___ 9am to 1pm
- ___ 9am to 3pm
- ___ 8am to 5pm
- ___ 9am to 6pm

\$ _____ Total Fees for Holiday Program

* Additional hours ("voucher hours") may be purchased for time outside of your chosen program. Please speak to the front desk for more information.

Special Needs

Please let Open House know if your child has any special needs or is receiving services. If your child will attend with a SEIT, please let the school know the name and contact information of the SEIT.

Signature

Your payment confirms registration. Space is limited and will be granted on a first-come, first-serve basis. Fees are to be paid to Open House in advance and are non-refundable. There are no sick-day refunds.

Date

Open House Nursery School

Emergency Information & Medical Release



_____/_____/_____
Child's Last Name First Middle Date of Birth

If Open House cannot reach either parent, designate a friend or relative who may be called upon if the child is sick in school:

Last First

Relationship to Child Best phone number

Doctor's Name Phone Number

Doctor's Address

If none of the above can be reached by phone, what do you wish Open House to do in case the child is sick or injured?

(It is understood that in the final disposition of an emergency case, the judgment of the school authorities will prevail. The recommendation of the parent as indicated above will be respected as far as possible.)

Please note any allergies or other health concerns relevant to medical care:

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Medical Release

We, the undersigned, being the legal guardians of _____, hereby authorize Open House Nursery School, its teachers or staff, in the event of accident or injury to my child requiring the need for medical attention or treatment, authorize a doctor, nurse, or hospital staff to treat my child for said injury or accident, providing that the teachers or staff of Open House are unable to reach either of the child's parents to ask permission for said treatment. Also providing it is in the best judgment of both the staff of Open House and the doctor or medical staff in attendance that prompt medical treatment should be administered.

Further, we, the undersigned, in case of accident or injury to my child, so long as it can be shown with reasonable certainty that said accident or injury did not occur as a result of a willful or negligent act on the part of Open House or its teachers or staff, hereby hold Open House, its teachers or staff, harmless and release all claims against Open House.

This authorization is for the time period when our child is in the care of Open House Nursery School and is effective from the date on this form until revoked by us.

Signature of Parent /Guardian: _____ Date: _____

Signature of Parent /Guardian: _____ Date: _____

Open House Nursery School

Holiday Program Policies



Health Forms

Open House Nursery School is licensed by the NY Department of Health, and they require that we follow very strict guidelines. Before your child enters school, **we need a doctor's report of a physical examination**. Have your physician fill out the Day Care New Admission Health Record (available from the front desk or openhousekids.org – parents – forms – medical form). This form is mandatory for admittance and must be handed in by the first day of the holiday break program. **WE CANNOT ADMIT CHILDREN INTO THE SCHOOL WITHOUT A COMPLETED HEALTH FORM!**

Drop-off & Pick-up

Early drop off is available beginning at 8am. If you are signed up for a 9am arrival time, please do not arrive before 8:50am, unless you have purchased extended day vouchers. We expect children to arrive no later than 9:20am.

At pick-up time, wait until the teachers have opened the classroom door before you go in to meet your child. It is very important for the well-being of your child that you arrive on time. If you do expect to be late, please notify the school so your child can be prepared for the delay.

Open House closes promptly at 6pm. It is important to our staff and your child that your child's pick-up is by 5:55. Therefore there is no grace period for late pick-ups. Late fees will be charged when pick-up occurs after 6pm.

Children are released only to their parents or to those designated in writing. Alert us in the morning if you have any change of plans and note it on the Going Home Notes hanging in each classroom. **We will not release a child to anyone who is not scheduled to pick up your child that day.** *Keep all contact numbers completely up to date so that the school can reach you at any time!*

Food

The school provides snacks, and families provide lunch. Glass containers, nuts, and candy are never permitted. If your child is on a special diet or is allergic to certain foods, let us know before camp begins. If your child's needs are very unique, we may ask you to provide snack from home. We will not force children to eat at lunchtime but will encourage them to eat. Children are asked to eat a minimum of half of their main course before proceeding to the dessert portion of the lunch. When feasible, we will send home the uneaten portion of your child's lunch. In this way you will have concrete "feedback" concerning your child's lunch habits.

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Illness

Please alert the school if your child has been ill or exposed to a contagious disease. The staff at Open House is allowed to administer prescription medicine only with the written authorization of a parent. Pre-measure the dosage at home and label the container with your child's name. Teachers cannot administer over-the-counter medications.

If your child falls ill at school, we will notify you and ask you to pick him/her up as soon as possible. Here are the symptoms that will prompt such a phone call:

- A fever of 100 degrees or over
- Diarrhea or vomiting
- Persistent cough
- An unexplained rash or blistering
- Conjunctivitis (pink eye)
- Head lice
- Symptoms consistent with chicken pox, impetigo, strep throat, or any other contagious disease

An ill child will be isolated from classmates and be made as comfortable as possible. Before returning to school your child must be free of symptoms, **including fever**, for 24 hours. In some cases we may require that you bring us a doctor's note.

Accidents & Medical Emergencies

If your child sustains a minor injury at Open House, an Incident Report will be completed and a copy will be given to you.

If your child has a medical emergency, we will call you immediately. If you can't be reached, we will call your child's physician, and if necessary we will call an ambulance or take him/her to the NYU Langone Cobble Hill Emergency Department. Until you arrive, the Director will take responsibility for your child's well being. The Director and many staff members are trained in CPR and First Aid.

It is critical that you keep us completely up to date with current work, home, and emergency contact phone numbers. If you know you will be at another number for just a day or part of a day, inform the front desk. Parents with complicated work schedules often fill out a calendar of where they will be each day. If caregivers are authorized to pick up your child, we should have their contact numbers, too.

Open House Nursery School

Medication Consent & Release



Child's Last Name	First	Middle	Date of Birth
			/ /

Parent's Last Name	First	Middle
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Relationship to Child	Best phone number	Best email
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Home Address

I hereby give permission to Open House Nursery School, located at 318A Warren Street, Brooklyn, New York 11201, permission to administer the following medications:

These medications were prescribed by:

Doctor's Name	Best phone number
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Address

Signature of Parent /Guardian: _____ Date: _____

Open House Nursery School

Voucher System 2016-2017



To allow families to create schedules that fit their lives, Open House Nursery School has a voucher system for purchasing hours outside of the hours specified on your contract (e.g. MWF, 9-1). Voucher hours can be purchased individually or in packs.

The school is open most days from 8 am to 6 pm, and voucher hours can be used any time during that period, space allowing.

Number of Hours	Cost Per Hour	Package Cost
Singly	\$18	-
10	\$16	\$160
20	\$15	\$300
40	\$14	\$560
60	\$13	\$780
80	\$12	\$960

Policies:

Voucher hours must be purchased in advance or at the time the hours are used.

Time will be rounded up or down to the nearest half hour.

Space in the extended day program (After3Play) may be limited. Families should check with the front desk to make sure there is space and inform the school of any changes in going-home arrangements.

No refunds are given for unused voucher hours, but unused voucher dollar amounts may be applied to vacation and summer camps.

Open House Nursery School

Mission Statement



At Open House Nursery School, we strive:

- To promote optimum development of children in the early childhood years.
- To provide needed services, including childcare and early childhood education to the community.
- To seek to provide these services to children and their families from a *broad range of backgrounds*, and to offer *program flexibility* to serve diverse needs.
- To provide an environment in which effective *communication and cooperation* is enhanced on all levels and where differences between people are understood, respected, and treated in a complimentary rather than competitive manner.
- To provide an educational environment for children in which the following are stressed:
 1. Development of the *whole child*.
 2. Recognition that learning progresses from the *concrete to the abstract*, and that an early childhood curriculum is based on a rich and varied assortment of activities guided by a loving and thoughtful adult.
 3. Development of the following attributes in children: sensitivity, curiosity, readiness to accept challenges, flexibility of response, logical thinking, tenacity, reflection, positive self-concept, self regulation, effective communication, and responsibility.
 4. Acquisition of manipulative and cognitive skills as well as factual knowledge in a manner that is *relevant* to the child's perspective.
 5. Recognition that the child's learning process is best cultivated when a relationship of *collaborative interaction* prevails between adult and child.
- To provide a learning environment that reflects the premise that *children learn in many ways* and through all their senses.
- To provide a learning environment that shows a balance among the following:
 1. Unfettered exploration and guided instruction.
 2. Passive and active learning.
 3. Providing challenges and creating a sense of security.
 4. Individual and group activities.
 5. Short and long-term goals.
- To provide a learning environment that reflects recognition of the importance of:
 1. *Play* in the learning process of young children.
 2. *Parental involvement* in the learning process and judicious use of *teacher* intervention.

Open House Nursery School

Allergy Letter



Dear Open House Families,

Welcome!

Due to allergies to certain foods, several children at Open House are at risk for anaphylactic shock, a life threatening allergic reaction.

Therefore, we ask that you exclude **all foods containing nuts & sesame seeds** or any products containing nuts or sesame seeds (you may need to carefully review food labels) from any food you send with your child.

Not sending any nut or sesame-seed containing products is critical, because although we discourage children from sharing food, it is possible for an allergic person to become anaphylactic from merely touching items or surfaces that have residue of the allergen, either from direct contact or from children's fingers.

Products "manufactured in plants that also manufacture nuts or sesame items" are acceptable.

We understand a ban of these items may present an inconvenient rethinking of lunch. However, as a parent, you also know each and every child is precious and nothing can be put before safety.

Yours in good health,

Eileen Shannon

Eileen Shannon
Executive Director