

Open House Nursery School

Summer Program 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.

Summer Program Fees

Open House Summer 2017 is divided into three two-week sessions and one three-day session during July 4th week. During the two-week sessions, you may choose either a 3 (T, W, Th) or 5-day program. Additional hours ("voucher hours") may be purchased for time outside of your chosen program.

Session 1		3-Day	5-Day	
June 19 – 30	9 to 1	___ \$530	___ \$800	
	9 to 3	___ \$670	___ \$1,040	
	8 to 6	___ \$890	___ \$1,410	\$_____ Ttl Tuition

Session 2		3-Day	
July 5 – 7	9 to 1	___ \$270	
3 days only	9 to 3	___ \$340	
	8 to 6	___ \$450	\$_____ Ttl Tuition

Session 3		3-Day	5-Day	
July 10 – 21	9 to 1	___ \$530	___ \$800	
	9 to 3	___ \$670	___ \$1,040	
	8 to 6	___ \$890	___ \$1,410	\$_____ Ttl Tuition

Session 4		3-Day	5-Day	
July 24 – Aug 4	9 to 1	___ \$530	___ \$800	
	9 to 3	___ \$670	___ \$1,040	
	8 to 6	___ \$890	___ \$1,410	\$_____ Ttl Tuition

\$ _____ **Total Fees for Summer Program**

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

Summer Program Policies



BEFORE SUMMER PROGRAM BEGINS

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!**

Children New to Open House

Parents of children new to Open House should plan on spending time in the classroom during the first week, especially if your child is coming into a nursery school setting for the first time. If you are in doubt as to whether you should leave the classroom, ask your child's teacher.

You will need to fill out other forms in addition to the child health examination forms. They can be found at Openhousekids.org → Summer & Holiday Programs → New Student Forms.

Contact Forms

All families need to make sure that contact and pick-up information is up-to-date. Open House will not release your child to anyone who has not been authorized to do so. **If a caregiver picks up your child, it is important that we have all contact information for that person.**

Labels

Do not label anything you never wish to see again. All other items should be labeled in waterproof ink, including towels, bathing suits, sunscreen, hats, and shoes.

FIRST DAY

Please bring the following items that stay at Open House while your child attends our summer program. These items may need to be refreshed during the program; a staff member will let you know.

- Sunscreen (we reapply when necessary)
- One complete change of clothing (including socks & underwear)
- Hat or visor
- Closed-toe sandals (no flip-flops please – they are dangerous to climbing children)
- Labeled, large ziplock or plastic bag in which your child's items will be kept
- If your child stays after 1pm, please also send a sheet or light blanket with a cuddly rest toy, if desired

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DURING THE SUMMER PROGRAM

Daily Tasks

Each day, send your child to school wearing a complete, head-to-toe application of sunscreen. The children will most likely spend the first portion of their morning on the roof playground in the water & under the sun. Your child should be dressed in a clean and dry bathing suit under their clothing and bring a clean and dry towel and an extra set of underwear.

Open House provides snacks and drinks, but each child will need to bring a lunch. Perishables must be labeled and placed in "perishable" basket every morning to be kept refrigerated until lunch time. Glass containers and candy are strictly prohibited. Open House is a nut-free facility. Classrooms may have additional restrictions if attending children have allergies. If your child is going on a trip and is required to bring a bagged lunch, make sure all items are completely disposable.

If needed, please send your child with an adequate supply of diapers.

If your child stays after 1, please also send a sheet or light blanket with a cuddly rest toy, if desired.

Schedule

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, but if your child is going on a trip, please be sure that he/she arrives at least ten minutes before the scheduled departure time.

Pickup

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 at 6pm on.

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.

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 parents provide lunch. Glass containers, nuts, and candy are strictly prohibited. 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 ½ of the 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.

continued

HEALTH & SAFETY

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 camp, an Incident Report will be completed and a copy will be placed in your mail pouch.

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 Brooklyn Hospital Center. 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.

Open House Nursery School
Medication Consent & Release



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

Parent’s Last Name First Middle

Relationship to Child Best phone number Best email

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

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