



Office Use Only
Payment Received:
Amount: \$ _____
Check #: _____
Cash: \$ _____
Date: _____
Initials: _____

Together We Learn Registration Form

School Year: _____ Start Date: _____ WD (office): _____

Student's Full Name: _____ Gender: M F

Nickname: _____ Birth date _____ (birth certificate required)

Address, City, State, Zip: _____

(Write "SAME" if address is same as child's)

Guardian Information	Guardian Information
Name:	Name:
Address:	Address:
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:
Employer	Employer
Employer phone	Employer phone
Hours of Employment:	Hours of Employment:
Email:	Email:

Program:

Days per week: _____

Hours of care: _____

**** Tuition is billed monthly on the 1st of each month. Please see owners if you need a bi-monthly payment plan (1st and 15th)**

This Application must be submitted with a non-refundable annual registration fee of \$175.00 and first month's tuition.

Together We Learn Registration Form



Emergency Numbers:

Please list two local contacts in case of emergency in the event that both parents cannot be reached or are unavailable.

Name:	Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
Relationship:	Relationship:

Emergency Authorization:

Doctor Information	Dentist Information
Name:	Name:
Address:	Address:
City/Zip:	City/Zip
Phone:	Phone:

I understand that I will be notified in case of an emergency. I will make arrangements for medical care with the physician or hospital of my choice. In the event that neither parent can be reached, I authorize Together We Learn, INC. to contact the above named physician or facility.

Parent/Guardian Signature

Signature of Caregiver

Date

Together We Learn Registration Form

Child Information:

If the child has any of the following, please explain:

Medical Problems:

Physical Handicaps:

Restrictions for play - outdoors:

Restrictions for play - indoors:

Allergies:

Food Likes/Dislikes:

Fears:

Does the child take a nap? _____ Time: _____ Length: _____

Is the child toilet trained? _____

(2 year old tuition rate will apply until fully potty trained)

Diaper Changes: Powder: _____ Ointment: _____

Does the child have special names for objects? (potty, cookies, drinks, etc.)

Does the child regularly take medication? _____ If so, what kind of directions:

If the child is an infant, what are the feeding instructions? _____

Time: _____ Amount: _____ Temperature: _____

** Please note that TWL does not accept students under age 2 - this section is required by DCFS

Other information that will help in caring for the child:

Additional Comments about your child:

Together We Learn Registration Form: Consent Page

Name of child _____

** Parents or legal guardian placing the child may sign any or all of the following consents:

Emergency Medical Plan

I authorize Together We Learn, Inc to contact Emergency Medical Technicians to transport _____ to receive medical care in the event of an emergency.

I am responsible for all costs incurred during medical emergency treatment, this includes transportation, if necessary. Together We Learn, Inc. is not liable for any sickness or injury of a child or their parents or guardians while they are at our facility and or participating in one of our programs of special events.

I irrevocably release any claims, demands, actions or causes of action against Together We Learn, Inc. and its employees.

This authorization and waiver shall remain in effect until the student withdraws from Together We Learn, Inc.

Parent/Guardian Signature	Date	Relationship to child
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Parent/Guardian Signature	Date	Relationship to child
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Administer Prescription Medicine

I/we authorize _____ to administer prescribed medicine to my/our child as specified in the prescription directions for administration

Parent/Guardian Signature	Date	Relationship to child
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Parent/Guardian Signature	Date	Relationship to child
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Together We Learn Registration Form: Consent Page

Administer Over-the-Counter Medicine

(Administer only in accord with the appropriate standards for licensure)

I/we authorize _____ to administer over-the-counter medicine to my/our child as specified in written instructions

Parent/Guardian Signature	Date	Relationship to child
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Parent/Guardian Signature	Date	Relationship to child
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Pick Up Authorization

Please list any individuals (if any) other than the parents and the above emergency contacts that are authorized to sign out the student.

Name:	Name:
Address:	Address:
City/State/Zip	City/State/Zip
Phone:	Phone:
Relationship:	Relationship:

Parent Signature	Date
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Parent Signature	Date
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Together We Learn Registration Form: Consent Page Trips, Excursions and Public Park Facilities

I authorize Together We Learn, INC staff to take my child on walking trips, special excursions and to nearby public park facilities. I also authorize the child to ride as a passenger in the vehicle owned or leased by the above named organization. I understand all such trips are under the supervision of Together We Learn, INC. and that health and safety precautions will be taken. ***** Please note that TWL will not be transporting your child to any out of school field trip. Parents/Guardians are ALWAYS required to transport and attend any out of school function. This section is required by DCFS***

Parent/Guardian Signature	Date	Relationship to child
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Parent/Guardian Signature	Date	Relationship to child
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Swimming

I/we consent to my/our child using the swimming pool of _____
(name of provider)

At address: _____

***** Please note that TWL will not be using any swimming pools as part of your child's daily routine/schedule - This section is required by DCFS***

Parent/Guardian Signature	Date	Relationship to child
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Parent/Guardian Signature	Date	Relationship to child
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Photo Release

I grant Together We Learn, INC and the news media, the rights to use photographs of my child for promotional or news purposes

Parent/Guardian Signature	Date
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I only grant Together We Learn, INC the rights to use photographs of my child within the school for decoration purposes

Parent/Guardian Signature	Date
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A parent is a child's first teachersm

Discipline Policy

Together We Learn offers a positive environment and will always provide children with much praise each and every day. Classroom rules will be taught to all children in order to encourage respect for each other, our school and most importantly your child. A proactive discipline approach will be used by rewarding students for good behavior on a daily basis. This may include, stickers, stamps, verbal praise, visit to the treasure chest, high five, etc... At times a reactive discipline approach will be needed. Our steps for our discipline policy include:

- Redirection - redirecting a child from a negative behavior to a positive behavior by guiding them to a new activity
- Positive Reinforcement - acknowledging students for good behavior or for showing effort and improving their behavior
- Quiet Corner - If redirection and positive reinforcement do not correct the behavior the student may be asked to sit in the quiet corner for the age appropriate amount of time to think about their choice. Students are encouraged to visit the quiet corner on their own if they feel it is necessary. Items to help calm them are provided in the quiet corner such as stuffed animals and sensory items.
- Behavior Management - A classroom behavior management system will be implemented in the classrooms. See below for school rules and our behavior system.
 - School Rules: Walking Feet, Quiet Voices, Helping Hands, Listening Ears, Looking Eyes
 - Classroom Behavior System: Traffic Light with their own name car. Purple: Excellent Day, Green: Great Day, Yellow: Warning, Red: Talk to Parent. Children are taught the school rules and introduced to the behavior system. Once they understand the school rules and expectations the system is implemented. They are reminded that they make their own choices and they are encouraged to move their own car. Each day they will start out on green and are given the opportunity to move to purple. After verbal warnings a child may be asked to move their car down. Students are always given opportunities and reminders with good choices they can move their car back up throughout the day. Rewards are also given for whole class good behavior.
 - We will offer an individualized behavior management system as necessary for students as needed.
 - Parents will be involved in the guidance and discipline process. The child's take home folder will indicate daily what color they were on. Parents are asked to initial each day. If needed, parents are contacted by phone or by Class DOJO, our school app.
 - We do not believe in or will ever use corporal punishment (shaking, hitting, biting, pinching, humiliated, frightened, or verbally abused). Children will never be disciplined for sleep habits, toileting accidents, food consumption or lack of participation.
 - For challenging behaviors, Together We Learn partners with agencies such as Bright Point or Chestnut to provide assistance for our staff and families as needed. With parents consent they will do school visits/observations, home visits and provide support for our staff and families as well as guidance and recommendations for help.

I have read and I have understood the Discipline Policy

Parent Signature

Date

Parent Signature

Date



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Late Pick Up Policy

There will be late fee charges for children that are not picked up by their scheduled time. The charge is \$50.00 for the first 15 minutes and an additional \$4.00 per minute thereafter. Management will attempt to reach parents and/or any approved emergency pick-up individuals thirty minutes after designated pick-up time, if no one has been reached and there has been no communication from the parent, management will call the appropriate child welfare authorities. No exceptions.

Together We Learn understands emergencies come up; please have back up plans in place.

Please make sure management is aware of any changes in your emergency contacts

I have read and I understand the **Late Pick Up Policy**

Signature

Date



A parent is a child's first teachersm

Pest Management Plan

Together We Learn, Inc. will strive to prevent unnecessary pesticide exposure to children and employees and reduce the need to rely on pesticides when managing pests. It is the policy of our school to only use pesticides when pests have been identified and their presence verified. Selection of treatment options or corrective actions will give priority to least-risk actions whenever possible to provide the desired control of pests. Education of staff, students, employees and parents about pest management will be included to achieve desired objectives. When it is determined that pesticides are needed, only products registered for use in Illinois will be used, and they will be used only in strict accordance with the product label. Further, only individuals properly licensed will use pesticide products. Our policy prohibits the use of any pesticide by unlicensed staff except to control stinging insects that pose imminent threat to human health on school grounds, or disinfectants used for routine cleaning. It will be this schools policy to make the appropriate notification and posting as well as to keep records of all pesticide use and other pest control actions. A copy of this statement will be given to every parent during registration.

_____/_____
Name Date

Signature

TOGETHER WE LEARN SAFETY DOCUMENT:

Together We Learn's first priority is the safety of all of our students. We ask that you take the time to go over this safety information regarding our school to help us keep your children safe. PLEASE SIGN AND DATE AT THE BOTTOM THAT YOU AGREE TO ADHERE TO OUR SAFETY REGULATIONS.

1. Please make sure to use your code to enter the building and always be prepared to show proper identification.
2. Upon exiting the building, you will need to simultaneously push the green exit button while pushing the door open. We prefer that the students do not know how to do this and we **strongly discourage** you from letting them push the green button.
3. **DO NOT ever leave a child or children unattended in the car, no matter the age or circumstance.** We do not want to take any chances on your child's safety. Please lock your vehicle and always bring in your valuables, most importantly your children.
4. Please notify us if someone else is picking up your student, even if they are on the pick up list. Let them know that we will **always** check proper identification before the student will be allowed to leave. Parents may also be required to show ID to any teachers who have not previously met you.
5. Please park in the designated areas in front of the school or on the side of the building. **Please do not park in the street or next to the street.** Use caution when pulling in and backing out and keep your child by you at all times. Once again, **DO NOT** ever leave a child in the car, unattended per DCFS. If you ever need assistance please call our school number 659-9540 and we will be happy to come out to the parking lot and help.
6. **TWL is a NUT FREE facility! We have students with severe allergies to peanuts/tree nuts. All snacks and birthday treats will be provided by Together We Learn. Birthday bags must NOT contain any food or treat items. In addition, items brought in for parties such as treat bags and games must not contain any food items. All items will need to be turned in prior to the parties for approval. Your child has to finish all food/snacks before entering the building. No outside food allowed.**
7. **Pick up Drop off Lane: Always move up to the furthest cone. Do not open doors prior to a staff member coming to get your child; children should remain in the car until a staff member arrives. Student's MUST exit on the right/passenger side only!**

Thank you to adhering to our safety policies and keeping our school a safe environment.

Parent Signature _____ / _____ Date

Student's Name