

**EMERGENCY CARD and ENROLLMENT Form - FILL ENTIRELY\* FAMILY LAST NAME: \_\_\_\_\_**

Mom's Name/Cell \_\_\_\_\_ Dad's Name/Cell \_\_\_\_\_

Please list anyone **NOT** allowed to pick up children (if any) → \_\_\_\_\_

Names of Children Enrolling	M/F	Birthdate	Age as of Sept 1 <sup>st</sup> this Fall	Concerns*

\*Please note here briefly, and list details in the lines available below for allergies, medical and behavior concerns.

**Emergency Contacts – Can Also Pick Up**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

**Additional Approved Adults for Carpooling/Pick Up**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Physician/Clinic \_\_\_\_\_ Clinic Phone \_\_\_\_\_ Hospital Preferred \_\_\_\_\_

Medical Insurance Company \_\_\_\_\_ Policy/Group # \_\_\_\_\_

Other Important Information \_\_\_\_\_

**LATE ARRIVALS FOR PICK UP:** After 4:05pm a fee of \$1.00 per minute is charged and due at time of pick up – or arrange to make payment ASAP to the teacher or leadership affected by late pick-up. Space for recording late pick-ups:

Date   Pick-Up Time   Fee Owed   Paid?

ALLERGY, MEDICAL OR BEHAVIORAL INFORMATION IMPORTANT FOR TUTORS AND LEADERSHIP:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Legal Release and Promise: If I am unable to be contacted by phone or text during a serious injury event, I give permission to Wings leadership or tutor to call an ambulance or otherwise transport my child(ren) to nearest hospital or urgent care as deemed appropriate. I assume full financial responsibility. I will not hold Wings Homeschool Group organization, tutors, helpers, nor leadership responsible. I will be sure to check email often, especially in the days before and on Wings days, and cell phone on Wings days, to ensure I hear all important communication such as cancellation, requests from tutors, etc.

Parent(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

**→ Please print the following page on the back of this page. Thanks! ←**

## Rules of Respect and Discipline Policy – (Please Print on reverse of the enrollment page and Return\*)

Please read this page to/with your children. Parent and all enrolled children 5 yrs and up will sign below.

If, according to the “Show Respect” list below, a child is disobedient or disrespectful to a tutor, adult present, or other student in class or in the hallway, the person in charge of the activity or area will follow this:

1. On the first offense each Wings date, the child will be talked to.
2. On second offense each Wings date, the child will be taken out of the room/area, the Coordinator will speak with the child, the leadership, and the parent will be notified. Report will be recorded.
3. After repeated offenses (varies depending on severity of offense, on one or more Wings days), the coordinator will bring the matter to the Leadership team, determine whether to bring to the board, and if so the board will review the matter, which may result in dismissal from Wings.

**Affirmative Statements with which all Wings Parents and Students must agree to and abide by:**

To show Respect...

**I will:**

- Willingly attend Wings Homeschool Group to participate in a Christ-centered learning and sharing experience.
- Work hard each time we meet to develop my God-given talents to the best of my ability.

**With the help of God, I will show that Jesus is a part of my life by:**

- Treating others with love, kindness, patience and in the spirit of forgiveness.
- Being respectful to tutors (aka teachers), parents, pastor and staff, students and other adults (i.e. – using Mr., Mrs., Miss; avoid disturbing church staff, avoiding rude and/or inappropriate words/touch/gestures, etc)
- Keeping my hands, arms, feet and legs to myself.
- Respecting building and property during Wings HG

**Important rules to follow:**

- WALK, not run in the hallways
- Treat furniture, walls, doors, etc carefully and with respect
- Only enter rooms assigned to Wings classes and when tutor is present and allows entry
- Clean up messes I make in classrooms and at snack time
- Leave toys, cell phones, etc at home or in backpack (All adults have cell phones in case of emergency)

**Classroom Etiquette:**

- Once in the classroom, remain there unless in an emergency.
- ASK PERMISSION to leave the room if a bathroom break or drink of water cannot wait.
- Raise your hand if you have something to say. Don't interrupt the speaker, and do wait until you are called upon.
- Teasing, embarrassing or picking on classmates, with words or physically, is never allowed.
- Participate cheerfully!

FAMILY SIGNATURES – PARENT(S) AND ALL STUDENTS AGE 5 AND UP\*

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\*Mail along with a \$90 per family registration fee (payable to Wings Homeschool Group) to:

**Mandy Mueller**  
**11810 Sunset Trail**  
**Plymouth, MN 55441**

(Please use 1 page paper for this form, printed on both sides)

\*MAIL THE ABOVE 2-SIDED PRINTED PAGE TO: Mandy Mueller, 11810 Sunset Trail, Plymouth, MN 55441 with a per-family \$90.00 registration fee made out to Wings Homeschool Group.

**Wings Homeschool Group – Please Read (no need to print/return)**

## **Illness and Lice Policies for Children and Adults**

### **ILLNESS POLICY**

To limit the exposure to illnesses in our group, we request that you keep your child or yourself home from the group activities if any of the following symptoms have occurred within the past 48 hour period:

- Temperature of 99.6 or higher
- Severe earache
- Vomiting, diarrhea, or severe stomach pains
- Red eyes or discharge
- ANY Communicable disease
- Undiagnosed rash
- Severe cough or cold
- Severe sore throat
- Extreme lethargy

Please stay home for a minimum of 48 hours after onset of symptoms, for the entirety of the contagious period, and/or beginning antibiotics for a given illness.

If your child has been positively diagnosed with a more serious communicable disease within 48 hours after a Wings date (such as strep, pertussis (whooping cough), chicken pox, influenza etc) please contact Wings Coordinator. Those in contact with your child that day will be informed.

Please take time to train your children to cover all coughs in the clothing on their arm, rather than with their hand/skin. Also, let them know that they may wash their hands or use available hand sanitizer in between classes at Wings meetings.

### **LICE POLICY**

Please keep any children home who have active lice/nit infestation until the infestation has been cleared and scalp checks for 4 days in a row show no new lice or nits.

Thank you for your cooperation in keeping our group healthy!

Please Read: (no need to print/return)

## **We have snack time at Wings – Here’s the scoop:**

### **Wings is PEANUT- AND TREE NUT- FREE**

How to best protect our students with food allergies?

- Teach and remind your children to never share snacks at Wings.
- Read Labels. “Made in a facility” is ok. “Contains” is not.

How to **MAKE CERTAIN** that foods containing peanuts, peanut butter, almonds, cashews, walnuts, or any other nuts do not end up at Wings?

- Make sure you check every snack your kids are packing before you leave for Wings, EVERY time.

A decade ago it was estimated that 12 million Americans had food allergies that include one or more of the “Top 8.” This is according to the Food Allergy and Anaphylaxis Network.

### **What are great snack options?**

- Fruits and Veggies (fresh and dried options)
- Packaged nut-free snacks
- Anything non-allergy which is easy to eat in 5 minutes and easy to clean up by self. □

### **FYI - Top 8 Allergy Foods:**

Wheat	Soy
Milk and Dairy Products	Egg
Peanuts	Fish
Tree Nuts	Shellfish

Please do your very best to make Wings a safe place for our kids with asthma and allergies. THANK YOU!