

**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 write a word or two and list details in the lines available below for all allergies, medical and behavior concerns.

**Emergency Contacts – Can Also Pick Up (unless you specify otherwise)**

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

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

**Approved Adults for Carpooling/Pick Up**

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

Name/Relationship \_\_\_\_\_ 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:**

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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 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, nor tutors, helpers, or leadership responsible. I will be sure to check email often, especially in the days before and on Wings days, to ensure I hear all important communication such as cancellation, requests from tutors, etc.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# Print this on back of previous page: Rules of Respect and Discipline Policy

Please read this page to/with your children, and parent and all enrolled children 5 yrs + sign below:

If, according to the “To 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:

1. On the first offense, the child will be talked to.
2. On second offense, the child will be taken out of the room/area, the Coordinator will speak with the child, and the parent will be notified. Report will be recorded.
3. On the third or later offense (depending on severity and at the degression of the Coordinator) the matter will be brought to the Leadership team, they will review the matter, which may result in dismissal from Wings.

## To Show Respect

- I will: Willingly attend Wings Homeschool Group to participate in a Christ-centered learning and sharing experience.
- I will: 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 the spirit of forgiveness.
  - Being respectful to classroom tutors, parents, church staff, students (address adults as instructed, avoid disturbing church staff, avoid rude/inappropriate words/touch/gestures).
  - Keeping my hands, arms, feet and legs to myself.
  - Respecting the building and property during Wings.
- Important Daily Rules:
  - WALK not run in the halls and any area other than gym and outside.
  - Treat furniture, walls, doors, etc carefully and with respect.
  - Clean up messes made in classrooms and at snack time.
  - **Leave ALL electronics including cell phones at home or in parent car.** (All tutors and parent helpers have their cell phones available at Wings in case of emergency).
- Classroom Etiquette:
  - Once in classroom, remain there unless in an emergency.
  - ASK PERMISSION to leave room if a bathroom break or water drink cannot wait.
  - Raise your hand if you have something to say. Please don't interrupt the speaker and wait until you are called upon.
  - Teasing, embarrassing or picking on classmates is never allowed.
  - Participate cheerfully!

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

\_\_\_\_\_  
\_\_\_\_\_

Print on 1 page, both sides,  
and mail w/\$90 registration  
fee for Wings Homeschool  
Group to:  
Shayna Boyle  
8821 61<sup>st</sup> Ave. N.  
New Hope, MN 55428

Please Read:

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

## **Illness Policy**

In order to limit exposure to illnesses in our group, children with any of the following symptoms should not be brought to Wings or any group activity:

- Temperature of 99.6 degrees or higher
- Severe earache
- Vomiting, diarrhea, or severe stomach pains
- Red eyes or discharge
- Undiagnosed – or diagnosed contagious – rash
- The first 48 hours of a general cold, or ongoing cough/other symptoms
- First 5 days of influenza and before symptoms have cleared up
- During the entire course of Covid-19 illness
- Any other unmentioned communicable illness/disease

If you find out that your child/ren have exposed Wings families and tutors to any specific illnesses/diseases, please immediately contact the Wings Coordinator. Depending on type, certain families may be notified.

Please take time to train your children to cover all coughs and sneezes in the clothing on their arm or down into the neck of their shirt, rather than with hand. Also, let them know that hand washing and sanitizing is encouraged at any time.

## **Lice Policy**

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

Thank you for your cooperation in helping keep our group healthy!

Please Read:

Snack time at Wings should be returning (all ages) for the coming year!

Wings is a **PEANUT-FREE AND TREE NUT-FREE** group

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 ok.

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

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

Snacks must be easy to clean up by self and easy to eat.

FYI – Top 8 Allergy Foods

(from the Food, Allergy and Anaphylaxis Network)

- Wheat
- Milk/Dairy
- Peanuts
- Tree Nuts
- Soy
- Egg
- Fish
- Shellfish

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Reminder: Print only page 1 and 2 (the emergency/enrollment page and “rules” page), use 1 sheet of paper, and mail to:

Shayna Boyle  
8821 61<sup>st</sup> Ave. N.  
New Hope, MN 55428