2026 Enrollment Contract

This Enrollment Contract outlines responsibilities and terms between The Birds Nest Inc. ("School") and the Parents/Guardians ("Parents") for one year of enrollment, renewable annually on January 1st (posted by December 1st and must be completed by December 31st). By signing this contract, you acknowledge its legally binding nature under Montana law. A complete copy of the contract is available electronically via Playground.

STUDENT: _____

Full Legal Name | *Prefer to be Called* | *Date of Birth*

PARENT*: _____

Full Legal Name(s) | *Signature(s)* | *Date*

PARENT*: _____

Full Legal Name(s) | *Signature(s)* | *Date*

SCHOOL: _____

Full Legal Name | *Signature* | *Date*

*Legal documentation is required to restrict a parent's rights to pick up or make decisions impacting the Student, School, or Contract.

Required School Forms:

For all Students:

1. Schedule & Tuition Contract
2. Illness Exclusion P&P
3. Early Intervention & Behavior P&P
4. Potty Training P&P
5. Transportation P&P
6. Photo Release P&P

Required State Forms:

For all Students:

1. Emergency Contact Form
2. Immunization Records
3. Over-the-Counter Medication Authorization

For Students under 2 years:

4. Infant Feeding Schedule
5. Pediatric Health Statement

Optional State Forms:

1. Conditional Attendance Form
2. Medical Dietary Request Form

Schedule & Tuition Contract

Contracted tuition base rates:

Days/Week:	Half Day	School Day	Full Day	Extended Day	Long Day	SDS Staff Day
ONE*	[ ] $265	[ ] $370	[ ] $395	[ ] $420	[ ] $445	no attendance on summer break or no-school/non-PIR days
TWO*	[ ] $445	[ ] $655	[ ] $735	[ ] $790	[ ] $835	
THREE	[ ] $630	[ ] $895	[ ] $1025	[ ] $1130	[ ] $1195	[ ] $865
FOUR	[ ] $790	[ ] $1105	[ ] $1260	[ ] $1420	[ ] $1505	[ ] $1075
FIVE	[ ] $895	[ ] $1260	[ ] $1420	[ ] $1575	[ ] $1670	[ ] $1210
Extra Day	$40	$55	$65	$70	$75	$55
Arrival Window:	7:30-8:30a	8:15-8:45a	7:30-8:45a	7:30-8:45a	7:30-8:45a	[ ] 7:30a–3:50p (KMS) [ ] 7:35a – 3:55p (HS) [ ] 7:50a – 4:10p (K-5)
Departure Window:	12:30p	3:00-3:30p	3:15-4:15p	4:15-5:00p	5:00-5:20p	

*ONE & TWO-day options are available on a trial basis for up to 4 weeks; most need 3+ days/week to thrive.

Contracted schedule:

[ ] M [ ] T [ ] W [ ] R [ ] F

Contracted Arrival Time: _____ am
Contracted Departure Time: _____ pm
1st Late Pickup Fee of $25 is charged at: _____ pm & $5 for each additional minute thereafter.
The School must be informed via Playground if the Student will arrive or depart early and/or late by more than 5 minutes. When the Student will be absent, they must be marked absent in Playground, including the reason

Discounts:

[ ] $_____ Grandfathered Discount
[ ] 5% Quarterly Pay Discount
[ ] 5% Corporate Discount
[ ] 5% Sibling Discount
Total Discount Amount: $_____

Contracted prepay schedule:

[ ] Monthly by the 1st
[ ] Quarterly by the 1st of Jan/Apr/Jul/Oct
[ ] SDS Monthly (9 equal payments Sep-May 1st)
[ ] SDS Quarterly (3 equal payments Sep/Dec/Mar 1st)

Contracted monthly or quarterly tuition:

$_____ (Total after Discount)

2026 fees (see next page for details):

- **Enrollment "Deposit":** $500
- **Drop-In Tuition:** $10/hour or Extra Day Rate
- **Late Pickup Fee:** $25 @ 6 min & $5/min thereafter.
- **Late Payment Fee:** $100/month or $300/quarter
- **Incomplete Records Fee:** $25 per document
- **Missed Sign-in/out Fee:** $5 per missed signature
- **Annual Supply Fee** (Due September 1st):
  - > $75 per student attending 1 to 3 days/week.
  - > $100 per student attending 4 or 5 days/week

1st contract revision date of change: _____
*Grandfathered discount decreases with each adjustment.
New Arrival & Departure Time: _____ am- _____ pm
New Contract Tuition (after Discount): $_____
New Days: [ ] M [ ] T [ ] W [ ] R [ ] F

2nd contract revision date of change: _____
*Grandfathered discount decreases with each adjustment.
New Arrival & Departure Time: _____ am- _____ pm
New Contract Tuition (after Discount): $_____
New Days: [ ] M [ ] T [ ] W [ ] R [ ] F

Contract Terms & Conditions

Tuition & Fees

- **Tuition Due Date:** Tuition must be prepaid and is due by the 1st of each month or quarter indicated in the Schedule & Tuition Contract. Non-payment may result in suspension or termination.
- **Payment Method:** All payments must be made via Playground (e-check or credit card; processing fees may apply). Cash payments or Venmo made directly to Corinne are accepted with prior approval.
- **Enrollment Deposit:** A non-refundable deposit is required to secure enrollment. This amount is applied toward the first invoice based on the child's final contracted schedule and start date. Any overpayment will roll over to cover a portion of the second invoice.
- **Grandfathered Rates:** Tuition rates are locked in at the time of enrollment, unless the contracted schedule is modified or the student temporarily withdraws. In either case, the tuition locks in at the current year's rates.
- **Drop-In Charges:** Families will be billed additional tuition if a child attends outside of their contracted schedule. Advance Director approval is required for any extra day or time.
- **Collections:** All past-due tuition and fees must be paid in full by the last day of care. The School reserves the right to pursue collections, including legal and administrative fees, for unpaid balances.
- **Additional Fees include:**
  - **Late Payment Fee:** Charged if tuition is not paid by midnight on the due date or payment fails.
  - **Incomplete Records Fee:** Charged when enrollment documents or immunization records are incomplete or past due.
  - **Overtime Fee:** Charged when drop-off is more than five (5) minutes before the contracted arrival time or pickup is more than five (5) minutes past the contracted departure time.
  - **Missed Sign-In/Out Fee:** Charged when a parent or guardian fails to sign their child in or out.

Withdrawals

- **Temporary Withdrawal (with paused tuition):** Absences of eight (8) or more weeks require 30 days' written notice and approval. Tuition is not owed during this time, and grandfathered rates are adjusted to the current tuition rates if applicable.
- **Permanent Withdrawal:** Requires a minimum of 30 days' written notice. Tuition is owed for the full notice period, regardless of attendance.

Attendance

- **Contracted Schedule:** Families must follow the contracted schedule days, arrival time, and departure time. Schedule changes require a 30-day written notice (filling out the blue box at the bottom of the Tuition & Schedule Contract) and Director approval.
- **Absence Reporting:** Parents must notify the School of absences or late/early arrivals through Playground before the child's scheduled arrival. Licensing requires the reason for absence to be included (i.e., symptoms and/or confirmed illness, vacation, etc.).
- **Sick Bump Days:** Bump days are not guaranteed and are subject to availability based on staffing and ratios.
  - Limit of six (6) per child, per calendar year, and must be used within 14 days of the original absence.
  - Must be requested using the Sick Bump Day Request Form on the day of the absence, in Playground.
  - The child must be marked absent, including the symptoms and/or confirmed illness, in Playground.

Schedules & Closures

- **Calendar:** The School follows the SD5 school district calendar for planned holidays and emergency closures.
- **Planned Closures:** New Year's Day, Memorial Day, Independence Day, Labor Day, Fall Festival Day, Thanksgiving Day, Black Friday, Christmas Eve, and Christmas Day. The School reserves the right to close for additional days. Tuition is not prorated and/or credited for closures.
- **Bridge Ceremony:** Preschoolers are dismissed at 12:30 pm on the 4th Friday of August for an annual graduation event that is hosted at 3:30 pm on that same day.
- **Monthly Date Nights:** Held from 5–8 pm. RSVP required. Educators volunteer their time—tipping is expected (~$30 for the first child, $10–30 per sibling). Siblings and friends of enrolled students are welcome.
- **Emergency Closures:** In the rare event of severe weather, power loss, communicable disease outbreak, or other emergencies, the School may close with or without advance notice. Parents/guardians must pick up within 30 minutes of notification. No credits or refunds are issued for emergency closures; bump days may be available for full-day closures.

Parents' Initials: _____

Illness Exclusion P&P

(Policy and Procedure)

School Expectations

Daily Health Check: *All students are screened upon drop-off for signs of illness.*

Illness at School: *Students who become ill during the day will be isolated and must be picked up promptly. In some cases, we may isolate the child during nap time and require pickup after.*

Honest Reporting: *Montana law requires families to report illnesses and symptoms. Knowingly sending a sick child may result in suspension or termination.*

Health Department Reporting: *Certain illnesses will be reported to local public health, per state law.*

One-on-One Care: *If a child requires one-on-one care, they will be sent home to receive this care. Continued needs may result in dismissal if accommodations are not possible.*

Final Say: *The School has the final say on when a child may return based on symptoms, risk of contagion, and behavior.*

School Communication: *The School will proactively notify the Parents of any mood changes that may or may not be an indication of a developing illness. The School will make it clear when a child must be picked up.*

Stay Home Criteria

Must be symptom-free for 24-48 hours, may be treated and/or cleared by a healthcare provider:

- *Fever (100.4°F+) with other symptoms or behavior change*
- *Vomiting (even once) and/or Diarrhea that is uncontained or abnormal*
- *Pinkeye with thick yellow/green discharge & redness*
- *Mouth sores with drooling*
- *Rash with fever or that's spreading quickly*
- *Any illness that prevents normal participation or requires one-on-one care*
- *Active Tuberculosis, Shigella, Salmonella, E. coli*

Cleared by Healthcare Criteria

Must be symptom-free for 24-48 hours and cleared by a healthcare provider:

- *Fever + extreme behavior changes (lethargy, seizure, stiff neck)*
- *Uncontrolled coughing or difficulty breathing*
- *Persistent crying, low intake of fluids/food*
- *Rash with other symptoms*
- *Abdominal pain lasting 2+ hours or with other symptoms*

Illnesses with Unique Guidelines

The following illnesses require the Student to be excluded until the specified exclusion criteria have been met & a doctor has been seen:

- *Chickenpox / Hand, Foot & Mouth Disease (HFMD): Until all sores are scabbed*
- *Strep Throat: 12 hours after antibiotics start*
- *Lice: Until lice and nits are gone*
- *Scabies / Ringworm / Impetigo: After treatment has started, and lesions are covered*
- *Rubella: 7 days after the rash appears*
- *Mumps: 5 days after swelling starts*
- *Measles: 4 days after the rash starts*
- *Pertussis: 5 days after antibiotics begin*
- *Hepatitis A: 7 days after symptoms begin*

No Exclusion Required

- *Mild runny nose or mild cough without fever*
- *Low-grade fever (under 100.4°F) without behavior changes or other symptoms*
- *Mild pinkeye without fever, redness, or thick discharge*
- *Rash, without fever or behavioral changes, and that is not spreading quickly*

Parents' Initials: _____

Early Intervention P&P

Early Intervention

Early support can make a big difference. While we do not diagnose, our team plays a key role in noticing delays or behaviors and connecting families with specialists.

We may recommend support if we observe:

- No or limited speech by age 2
- Difficulty following directions
- Trouble transitioning between activities
- Struggles with social skills (eye contact, playing with peers)
- Delays in walking, potty training, or other milestones
- Ongoing aggression (biting, hitting), meltdowns, or classroom disruption

Collaboration is key. Families are expected to participate in on-site evaluations, coordinate care, and follow strategies at home and school. If a family declines support or the child's needs exceed what we can provide, we may require a transition to a program better suited to their needs.

Behavior Support Steps

We understand that some challenging behavior is developmentally normal. Our educators use respectful, evidence-based strategies to guide children through these moments.

When challenging behavior occurs:

- The child is calmly redirected
- The affected child is comforted and cared for
- Incident reports are completed and shared confidentially
- Injury reports are completed for any injured child

If behaviors persist:

- Extra supervision is added (if possible)
- We use targeted strategies like redirection, modeling, and sensory tools
- We will require and coordinate an on-site evaluation
- A joint plan is created between the School and the family based on the results of the evaluation
- Educator training is provided if needed

If behaviors escalate further:

- A reduced schedule or classroom change may be trialed
- If progress is not seen, a temporary suspension may follow
- If we are no longer able to safely or reasonably support the child, a transition to a more appropriate program may be required

Early Intervention Agreement

This agreement outlines how the School & family will work together.

Month Concern(s) Identified: _____

Areas of Concern Observed by School Staff:

[ ] Speech or language delays
[ ] Social interaction challenges
[ ] Delays in gross or fine motor skills
[ ] Difficulty following directions or transitioning
[ ] Persistent aggressive behaviors (biting, hitting, pushing)
[ ] Sensory processing challenges
[ ] Frequent meltdowns or inability to regulate emotions
[ ] Other: _____

Recommended Next Steps (check all that apply):

[ ] Request on-site evaluation by an early intervention therapist
[ ] Parent to consult with child's pediatrician
[ ] Begin speech/occupational/behavioral therapy
[ ] Implement coordinated home-school strategies
[ ] Follow-up meeting scheduled for: _____

Plan for Support:

[ ] Consistent communication between home and school
[ ] Therapy coordination with outside providers (if applicable)
[ ] Parent and school agree to implement shared behavior or development plan
[ ] Adjustment of classroom environment or schedule as needed

Acknowledgment and Consent:

By signing below, the Parent/Guardian agrees to collaborate with the School to address the concerns outlined above. The School and Parent/Guardian will maintain open communication and review progress regularly. If the family chooses not to participate in the recommended support plan, the School reserves the right to evaluate the continued appropriateness of enrollment based on the child's needs and available resources.

Parent Signature: _____
Date: _____

School Signature: _____
Date: _____

Parents' Initials: _____

Potty Training P&P

At The Birds Nest, we support each child's transition from diapers to toileting independence with a child-led, developmentally appropriate approach. Consistency between home and school is key. Pushing before readiness often leads to frustration, resistance, and regression—when readiness is respected, the process is smoother, shorter, and more positive.

Intro to Toileting (18+ months)

Beginning around 18 months, educators introduce potty routines gently and without expectation to build familiarity. These early exposures help normalize toileting and build comfort. Introductory strategies may include:

- Potty tries during diaper changes
- Potty-themed books, songs, dolls, & visual aids
- Narrating bathroom routines
- Supporting pant up/down practice
- Diaper changes in or near the bathroom
- Offering potty tries every ~2 hours

Readiness for Potty Training

Formal potty training begins when multiple readiness signs are consistently observed at school (typically between 27–36 months). The School determines when a child is ready to begin and when to transition to underwear. Indicators include:

- [ ] Stay dry for 2 or more hours at a time.
- [ ] Show interest in using the toilet.
- [ ] Communicate needs verbally or nonverbally.
- [ ] Follow simple instructions.
- [ ] Able to pull pants up/down w/minimal help.
- [ ] Dislikes being in a wet or dirty diaper.
- [ ] Has predictable bowel movements.
- [ ] Demonstrates independence in other areas
- [ ] Can change soiled clothing w/minimal help.

Accidents

Accidents are normal and are addressed calmly and respectfully. If an indoor accident occurs, a pull-up will be placed over underwear for the rest of the day.

Training Tools & Sanitation Plan

- Pull-ups are required indoors and during nap time until consistent dryness is achieved.
- Underwear may be used once approved by the Lead Educator.
- For sanitation, a pull-up may be worn over underwear indoors.
- Outdoors, students may wear underwear without a pull-up.
- Provide 3 full sets of labeled clothes (including socks & a pair of shoes).

Home-School Collaboration

- Parents should notify the School before initiating potty training at home.
- Regular updates will be shared regarding successes and setbacks.
- Consistency in routines/language is encouraged.
- We may pause training if readiness is not observed or if classroom participation is affected.

School Environment Considerations

- Students visit the toilet every 30-45 minutes to start and then graduate to every 1.5-2 hours or as needed.
- We are unable to provide 1:1 support for toileting.
- Potty training will not be initiated without visible readiness and a mutual agreement.

Preschool Transition & Potty Training

Most students must be fully potty-trained to enter the Preschool Classrooms (Venture for 3-year-olds or Bridge for 4 and 5-year-olds). Exceptions may be made when a diagnosed developmental delay is present and the child is otherwise ready to transition, as determined in partnership with the family and support professionals.

Potty Training Agreement

This form will be completed at the time potty training is initiated.

Home Training Start Date:
_____

School Training Start Date:
_____

I understand that potty training is a developmental process that varies for each child and is most successful when led by the child's readiness. I agree to communicate openly with my child's educators, maintain consistent routines between home and school, and support a developmentally appropriate, respectful, and child-led approach. I understand that the School, in consideration of health, sanitation, and the child's developmental readiness at school, will make the final decision regarding transitions such as the move to underwear.

I agree to partner with The Birds Nest to ensure a positive and successful potty-training experience for my child.

Parent Signature: _____
Date: _____

School Signature: _____
Date: _____

Parents' Initials: _____

Transportation P&P

The School is authorized to transport the Student for approved walking field trips (typically less than one mile from campus) and emergency situations. In a medical emergency, emergency medical services (EMS) such as an ambulance will be called.

- Field Trips: All field trips are within walking distance. The School does not provide motor vehicle transportation for field trips due to insurance and vehicle limitations.
- Emergency Transportation: In serious medical situations, an ambulance will be called to transport the Student to the nearest appropriate medical facility.
- Safety & Supervision: Students will always be supervised and never left unattended during transport.
- Parental Notification: Parents will be notified in advance anytime a class leaves the premises on foot or by stroller.
- Vehicle use (if applicable in emergencies): Any non-ambulance vehicle used must be insured, registered, and driven by a licensed adult age 18 or older. Students will be secured in appropriate car seats or safety belts as required by law. All loading and unloading will occur curbside to ensure student safety, and students will never be left unattended during transport.

Photo P&P

Parental Consent for Internal Use (Required):

The School may photograph Students for internal use, including app feed updates, classroom documentation, newsletters, and posts in the private Facebook group. Student names will not appear in photos viewable by other families, unless Parents comment directly with identifying information.

By enrolling, Parents acknowledge that their child may appear in group photos shared within the enrolled community. Photos taken with educator devices are deleted after use to maintain student privacy and data protection.

Authorization for External Use (Optional):

The School will obtain separate, written permission from Parents for any external use of Student photos (i.e., marketing material, public social media, website, print media)

Terms and Conditions:

- Photos will always be used respectfully and in a positive, appropriate context.
- No external photo will include a Student's name or personal identifying details without express, case-by-case consent.

Parents' Initials: _____