

The Birds Nest – Early Learning Village

PROGRAMS, STUDENTS, & STAFF

Mrs. Corinne – Founder/Owner
406.404.5645 (cell – text preferred)
TBN.Director@gmail.com
TheBirdsNestELV.com

Mrs. Ava & Mrs. Kytrina – Admin Team
406.730.5025 (fax)
TBN.Admin.Team@gmail.com

The Birds Nest Nursery School (1:4 ratio)
Mrs. Ashlee - Director
91 Northern Lights Blvd.
406.499.2453 (cell – text preferred)
TBN.Nursery@gmail.com
Students - Hatchlings (1-12 months)

The Birds Nest Playschool-Prep (1:4 ratio)
Ms. Carly - Director
86 Northern Lights Blvd.
406.471.9475 (cell – text preferred)
TBN.Prep@gmail.com
Students - Nestlings (11-26 months)

The Birds Nest Playschool (1:5-8 ratio)
Mrs. Kayla & Mrs. Kytrina – Co-Directors
89 Northern Lights Blvd.
406.471.8864 (cell – text preferred)
TBN.Playschool@gmail.com
Students - Nestlings (24-44 months)

The Birds Nest Preschool (1:5-8 ratio)
Mrs. Shaine - Director
91 Northern Lights Blvd.
406.471.8543 (cell – text preferred)
TBN.Preschool@gmail.com
Students - Fledglings (3-5 years)

The Birds Nest Forest Skola (1:10 ratio)
Outdoor half day summer program!
Mrs. Kayla - Director
Herron Park in Kalispell
406.471.8864 (cell – text preferred)
TBN.Playschool@gmail.com
Students - Fledglings (4-8 years)

STAFF REQUIREMENTS

Waldorf Program Director (Lead Teacher): Responsible for the daily operation/rhythm of the program and for the daily high-quality care and education provided. Directors must have a Degree in Early Childhood Education/Development (ECE/D) or Teaching Certificate.

Early Childhood Teacher (ECT): Support the Director in maintaining a high-quality program. ECTs are encouraged to obtain a Degree in ECE/D or Child Development Associate Credential.

All Staff: All staff are required to pass annual background checks and fingerprinting. They complete 16 hours of continuing education annually and maintain current First Aide / CPR certification.

SCHOOL HOURS & OFFICE HOURS

School Hours of Operation:

Monday thru Friday 7:30 am to 5:00 pm
Arrival and departure times must follow each child's contract to maintain ratios - per state regulations.

Office Hours:

Your Program Directors are available from 1:30-2:30pm Monday thru Friday. Please contact them first thru Brightwheel for all non-sensitive communication. Use email and/or text for sensitive communication initially. If a phone call or in person meeting is needed, that can be arranged.

Your Admin Team is available from 1:30-2:30pm Monday thru Friday. Please contact them via Brightwheel (and email) to discuss documents associated with enrollment/immunization records, the federal food program, or any admin/office related topics.

Mrs. Corinne is available from 8:45am-12:45pm (Tue/Wed) and 8:45am-2:45pm (Thu/Fri). Please contact Mrs. Corinne for the following reasons: billing, enrollment changes, to share feedback, and with any issues that are not able to be resolved with your Program Director.

2022 Enrollment Tuition & Fees

ENROLLMENT OPTIONS

Full Day Enrollment¹:

5 days/week	\$1300/month
4 days/week	\$1150/month
3 days/week	\$925/month
2 days/week	\$675/month
Extra Drip-in Day ²	\$55/day
Bump Day ³	\$20/day
Extend Existing Day ⁴	\$12/day

Extended Day Enrollment⁵

5 days/week	\$1500/month
4 days/week	\$1300/month
3 days/week	\$1025/month
2 days/week	\$725/month
Extra Drip-in Day ²	\$65/day
Bump Day ³	\$25/day

1. **Full Day Enrollment:** Students enrolled on a Full Day basis attend 6.5 to 8 hours/day and either must be picked up by 3:30pm (AM Full Day) or arrive at 9:00am (PM Full Day). Arrival/departure times are set based on the family's needs and make up the Student's Contracted Schedule.
2. **Extra Drop-in Day:** Hours or days may be added when space allows and with prior approval.
3. **Bump Day:** Part-time students may pay a small fee to bump missed days within the week of the absence or the following week, when space allows and with prior approval.
4. **Extend Existing Day:** Students enrolled for AM or PM Full Days may arrive before 9:00am or stay after 3:30pm, when space allows and with prior approval.
5. **Extended Day Enrollment:** Students enrolled on an Extended Day basis attend 7 to 9.5 hours/day. Students arrive before 9:00am and depart after 3:30pm. Arrival and Departure times are set based on the family's needs and make up the Student's Contracted Schedule.

BRIGHTWHEEL BILLING PLAN

The Birds Nest operates on a monthly tuition basis and budgets are set accordingly. Monthly tuition is prepaid and is due according to each family's contracted Brightwheel billing plan. Billing plans are based on the selected enrollment option and contracted arrival and departure times are notated in the Brightwheel billing plan.

What Tuition Covers

- 70% - Wages, Payroll Taxes, Training, & Benefits
- 18% - Occupancy & Maintenance
- 7% - Healthy Meal & Snack
- 3% - Materials/Supplies
- 2% - Insurance, Accounting, etc.

SCHOLARSHIPS, CREDITS, & DISCOUNTS

Best Beginnings Scholarship: We welcome Best Beginnings (BB) qualifying families. Please note that scholarship funds do not cover your entire monthly tuition cost and may occasionally be delayed. Funds will only apply to your account when they are received. All accounts must remain in a current prepay status to avoid enrollment interruption.

Volunteer Credit: When there is a need, volunteer time may be offered in exchange for a tuition credit. Please watch our private family Facebook page for maintenance needs and supply/material wish lists.

Multi-Child Discount: Families with multiple children enrolled with a similar schedule, will receive a 5% discount off each child's monthly tuition invoice.



The Birds Nest
– Early Learning Village –

The Birds Nest Enrollment Contract:

The Birds Nest, Inc ("School") and the undersigned parents/legal guardian(s) ("Parents"), by entering into this enrollment contract ("Contract") to enroll their child listed below ("Student"), executed by the parents on the signed date below, agree as follows:

1. **Consent:** This Contract is entered into with mutual consent of Parents and the School.
2. **Secure Enrollment:** The School requires a non-refundable payment of the first two-weeks tuition to reserve a spot for the Student.
3. **Tuition:** Parents agree to pay the full amount for tuition. Tuition is due on or before the due date outlined in the Brightwheel Billing Plan. Tuition reserves each Student's spot in the program and credits will NOT be issued for absences or School closures (scheduled or unexpected). Tuition rates increase annually.
4. **Late Payment Fee:** Parents understand and agree that a \$100 fee will be assessed if tuition is not paid by midnight on the tuition due date.
5. **Early Arrival and Late Departure Fees:** Parents understand and agree that a \$25 per 10-minute fee will be assessed if a Student arrives before their contracted arrival time and/or is not picked up by their contracted departure time. Contracted arrival and departure times are listed in each child's Brightwheel billing plan.
6. **Payment Obligation:** Parents have an individual and joint obligation to pay all tuition and fees under this agreement. Parents' failure to pay any amount when due pursuant to the terms of this Contract, may, at the School's sole discretion, result in the suspension or dismissal of the Student from the School. Parents shall pay any costs and attorney's fees the School incurs in collection of Parents' outstanding balance.
7. **Early Withdrawal/Removal:** Parents must provide at least Thirty (30) days signed WRITTEN NOTICE to the Head of School to temporarily or permanently withdraw the Student from the School. Tuition will be collected during the 30-day notice period, and after the 30-day notice period, Parents will no longer be responsible for tuition payments pursuant to this Contract. In the event of a temporary withdrawal (4-12 weeks), Parents understand and agree that upon re-enrollment, a tuition rate increase may apply.
8. **Payment Agreement:** Parents understand and agree that the majority of the School's expenses and obligations are incurred on an annual basis, that financial commitments for School services are made based upon anticipated enrollment, and that the educational operating expenses of School do not diminish with the departure of some students over the course of the school year. Parents understand and agree that, regardless of Student's absence, withdrawal, or dismissal from the School, Parents remain obligated to pay the amount of tuition set forth in sections 3, 4, and 5 of the Agreement, consistent with the 30-day notice period, as liquidated damages and assume full responsibility for payment.
9. **Parental Rights:** Legal documentation must be provided to prevent any parent from having equal rights to pick up their child, change authorized contacts, make enrollment decisions/changes, and/or any other decisions impacting the Student, School, and/or Contract.

This contract is electronically signed and accessed thru Brightwheel.