



Dear Nature's Classroom Institute Parents/Guardians,

Welcome to Nature's Classroom Institute (NCI). As an Environmental Education center, NCI is working to mitigate its usage of consumable resources. We developed an online portal that will save both clerical time and paper. The portal will collect and securely store personal and medical information.

We ask that you follow the steps listed below in order to fill out your student's personal, medical, and allergy information. If you have all of the information available, this should take no more than 15-20 minutes.

The instructions below will guide you through the process, deliberately and specifically:

1. Create a parent profile at: <https://app.discovernci.org/dashboard>

- Select **Create Your Account** if this is the first time you are accessing the portal.
- Next in account type chose **I'm a parent sending my child(ren) to NCI**. In the Search Schools field, begin typing the full name of your children's school and it will appear in the drop down. Select the appropriate school name.
- Complete the account form with YOUR (not the student's) personal information.
- Select **Create Account & Sign In**.
- You will be directed to **My NCI Dashboard**.

2. Click on **Add Child** to begin. This will allow you to enter your child's basic information.

- You will be directed to the **Medical** tab to enter gender, height, date of last tetanus shot and health insurance provider. You will be prompted to answer a few basic questions about their recent overall health.
- You will be directed to **Allergies** to enter any allergies (environmental, food, etc.) your child may have. Please be as specific as possible.
- You will be directed to **Medications** to enter any medications your child may need to take while attending NCI. This includes over-the-counter medications, vitamins, epi-pens and inhalers. You will need to clarify the name of the medications, dosage amount, details/additional instructions and time to be administered (breakfast, lunch, dinner, bedtime). Please give any medications directly to your lead teacher prior to departure. All medication must be clearly labeled with student's name and name of medicine.
- You will be directed to **Dietary needs** to enter any dietary restrictions or allergies your child may have. We can easily accommodate vegetarian, vegan, gluten-free, and dairy-free diets as well as most common food allergies. Please be as specific as possible. If you have any specific questions feel free to direct these to your lead teacher.

*If you reach the end and **Save Child** redirects you to an error page or does nothing, please scroll to the top of the page to make sure ALL fields are properly filled*

3. Once your student's information has been inputted successfully, you may review/edit the information by navigating back to the **My Child page** and clicking **Update** next to your child's name.

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If you encounter any technical difficulties, please select the **Help/Support** button at the top of the page or email support@discovernci.org.

**The following information is kept confidential and will remain with Nature's Classroom Institute for seven (7) years as required by law and then will be deleted. Information on these forms will be kept private although names and addresses may be used by Nature's Classroom Institute for follow up requests and information. No information will be sold or given to a third party.*

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