



## Enrollment Application

Child's Last Name

Child's First Name

Start Date

Withdrawal Date

Child's Home Address

City

State

Zip Code

Gender

☐ M ☐ F

Date of Birth

Child's Home Phone Number

Program Needs (check all that apply)

☐ Full-Time ☐ School Age Care

### Parent Information

1st Parent's Last Name

First Name

2nd Parent's Last Name

First Name

Address

Address

Home Phone

Cell Phone

Home Phone

Cell Phone

Work Phone

Place of Employment

Work Phone

Place of Employment

Address of Employment

Address of Employment

Email

Email

Marital Status

☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ Other \_\_\_\_\_

**Child's Legal Guardian**☐ Both Parents ☐ Mother ☐ Father ☐ Other **Child's Living Arrangements**☐ Both Parents ☐ Mother ☐ Father ☐ Other 

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**Emergency Contact**

If parents/guardians cannot be reached, give the name, address and phone number of who to call:

**First Name****Last Name****Relationship****Home Address****Home Phone****City****State****Zip Code**

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**Additional Pick-Up Information****First Name****Last Name****Relationship****Home Address****Home Phone****City****State****Zip Code****First Name****Last Name****Relationship****Home Address****Home Phone****City****State****Zip Code****First Name****Last Name****Relationship****Home Address****Home Phone****City****State****Zip Code**

# Parental/Guardian Agreement with Kids 'R' Kids #51

1

Kids 'R' Kids #51 agrees to provide child care for:

on M-F from 6:00am to 6:00 pm.

2

I agree to pay the tuition fee of \$ \_\_\_\_\_ as designated by the school as well as a bi-annual education fee of \$75/child every February 1st and September 1st. Tuition is due each Friday for the upcoming week.

3

My child is currently on medication(s) prescribed for long-term continuous use and/or has the following pre-existing illness, allergies, or health concerns:

4

I agree to provide the school with all necessary information pertaining to the administering of medication (date, prescription #, Allergy Action Plan, doctor's notes, direction, medication in original pharmaceutical container, etc.).

5

I agree to follow all requirements of the school's medical policy.

6

My child has the following special needs that may affect participation in school activities:

7

The following special accommodation(s) may be required to most effectively meet my child's needs while at this school:

8

I will provide the following adaptive equipment with instructions on use:

9

The following symptoms/indications listed are potential complications for my child:

10

I understand my child will be provided with all snacks and lunch served daily during his/her hours of attendance.

- 11** I understand I am responsible for any special diet required by my child and will provide a doctor's note indicating so. If my child's diet consists of breast milk or formula taken from a bottle, I understand I will provide Kids 'R' Kids with the appropriate number of bottles containing formula/ breast milk necessary for my child each day. Each bottle will be clearly labeled with my child's full name and current date. No glass bottles.
- 12** If my child wears diapers, I understand I will provide whatever disposable diapers are necessary for my child. I understand that only disposable diapers are permitted in the school and that they will be changed every two hours, or as needed.
- 13** If child is of school age, what school does he/she attend?
- 14** Transportation is provided to and from school and on planned field trips with parental/guardian permission. A separate form and signature are required for this service. A School-Age Transportation Agreement form must be signed each school year. A field trip agreement form must be signed before each field trip.
- 15** Should my child become ill during the time he or she is in the care of Kids 'R' Kids or suffers an accident of any nature, the school will contact me immediately and is authorized to secure such medical attention and care for my child as necessary.(The parent/guardian will assume responsibility for payment).
- 16** I understand that if my child is ill, including, but not limited to, a severe cough or sore throat, undetermined rash or spots, temperature over 100.0 degrees, severe headaches, upset stomach or diarrhea, he or she cannot be accepted into the school until well (24 hours well without symptoms or medication). In the event my child has a notifiable disease, a release form from a medical source may be required before my child can re-enter the school. Kids 'R' Kids will notify parents if a notifiable disease has been introduced into the school and guidelines will be followed per the CDC Chart/Health Dept.
- 17** If water activities are provided, my child has permission to participate. ☐ Y ☐ N
- 18** My child is able to swim without assistance ☐ Y ☐ N
- 19** I understand that Kids 'R' Kids #51, a Kids 'R' Kids franchise, is independently owned and operated and that neither Kids 'R' Kids International, Inc. nor any other Kids 'R' Kids is responsible for the actions or obligations of this school.
- 20** I understand that it is my responsibility to escort my child into and out of the school and to sign my child in and out of the school. I understand that a staff member will escort my child into the school when being transported from school by county or Kids 'R' Kids transportation.
- 21** Kids 'R' Kids strongly discourages idling vehicles (Busses, families' automobiles) in our parking areas.
- 22** In the case that your child needs to be picked up by someone other than the emergency contacts listed on the previous page, you must notify KRK with a written email. The email must state the person's first and last name and identification must be presented upon pick up.
- 23** If I have not picked up my child 30 minutes after closing, and all attempts to contact my emergency contacts and me fail, Kids 'R' Kids will call the proper authorities.
- 24** I understand that it is my responsibility to keep the school advised of any changes to the information provided in this application.

I agree to abide by the policies and procedures of Kids 'R' Kids as outlined in this agreement and the Parent Handbook. I have read and understand the above statements.

**Parent/Guardian Signature**

**Date**

**Owner/Director Signature**

**Date**

## Child's Profile

Child's Full Name

Date of Birth

Parent/Guardian Names

This profile will stay with your child. As your child grows and develops, changes should be noted or added to this form to keep your child's teachers in touch with the growth and development of your child. We need your input on any changes taking place outside of school that may affect your child while in our care. Thank you for your cooperation.

Has your child had previous daycare/preschool experiences? (Explain)

☐ Y ☐ N

Does your child have any nicknames?

What would you like most for your child to experience with us?

What does your child enjoy most?

Does your child have any particular fears?

Do you consider your child to be shy or outgoing?

Does your child play with other children?

☐ Y ☐ N

List the names and ages of other children in your family.

What words are used in your home for potty training?

Does your child take a nap? How long?

**Does your child need a favorite item (such as a blanket or stuffed animal) for a nap? Type?**

**Does your child have a pet?**

**Does your child have allergies? Explain**

**Does your child have any special medical or physical needs?**

**What is the marital status of the child's parents**

**Who lives with the child in their home?**

**What language(s) is (are) spoken in your home?**

**Additional notes or comments**

**Parent/Guardian Signature**

**Date**

# Child Allergy Profile

Update annually or as child's information changes

**Child's Name**

**Suite**

**Allergy to**

**Symptoms of Allergic Reaction**

**Emergency Care Plan**

**Parent/Guardian Signature**

**Date**

**Owner/Director Signature**

**Date**



# Health & Emergency Permission

Child's Full Name

Date of Birth

Street Address

City

State

Zip Code

Parent/Guardian Name

Phone 1

Work Phone

Parent/Guardian Name

Phone 1

Work Phone

Doctor's Name

Phone

Dentist's Name

Phone

Health Insurance Provider

Phone

Does your child have physical problems, mental health disorders or developmental disabilities affecting participation in school activities? (Specify)

☐ Y ☐ N

Does your child have allergies, food restrictions, or food preferences? (food, medications, insects, etc.)

☐ Y ☐ N

Are there any special procedures required in caring for your child?

☐ Y ☐ N

Emergency Contacts & Additional Pick-Up Contacts (if guardian cannot be reached)

Name

Address

Phone

Relationship

Pickup?

☐ Y ☐ N

Name

Address

Phone

Relationship

Pickup?

☐ Y ☐ N

**Kids 'R' Kids of Legends Ranch emergency medical procedure:**

- 1** Call emergency medical team, if necessary.
- 2** Call parent/guardian.
- 3** Call alternate emergency contact, if necessary.
- 4** Emergency medical team transports child to hospital, if necessary.
- 5** Kids 'R' Kids representative will accompany child to hospital.

**Hospital Center Uses**

**Texas Children's Hospital** 17600 I-45, The Woodlands, TX 77384

I, \_\_\_\_\_ give permission for Kids 'R' Kids of Legends Ranch to seek medical attention and/or transport my child, \_\_\_\_\_ in the event of an emergency if I cannot be reached. I further agree to hold harmless and release Kids 'R' Kids of Legends Ranch and Kids 'R' Kids International, Inc., from all liability. I further agree to keep the facility informed of any changes in the information stated above.

**Parent/Guardian Signature****Date**

# Transportation Agreement & Rules

I, \_\_\_\_\_, allow Kids 'R' Kids of Legends Ranch to transport my child, \_\_\_\_\_ for the following reasons:

- ☐ **To school**      **Name of School**       **Begins at**  am
- ☐ **From school**      **Name of School**       **Ends at**  pm
- ☐ **Field trips**      Individual permission forms will also be signed for each trip
- ☐ **Emergencies**

## School Age Children Only

Yes, I received a copy of the rules that my child is expected to follow while being transported. I will review these rules with my child.

## TRANSPORTATION GUIDELINES/RULES

The school bus rules and policies were created to ensure the safety of our students. Inappropriate behavior by students on the school bus can cause the driver to divert his/her attention away from the road, compromising the safety of all passengers and to surrounding traffic. Because of this, bus drivers are required to report student discipline issues to the Director. Repeated violations of the rules may include the following disciplinary actions:

- Counsel/re-instruct the student
- Move the student to another seat
- Note to home or call to the parent
- Student suspended from riding the bus
- It is vital that Kids 'R' Kids of Legends Ranch be notified of any changes in the above scheduled transportation. We will assume that the above schedule will be followed unless we receive different instructions from the parent/guardian. **Notify us as quickly as possible if your child does not need afternoon transportation.** Failure to notify us of changes in the afternoon pickup causes confusion and delays in our schedule while we learn the whereabouts of your child. **Failure to adhere to this policy may result in a \$5 charge to your account.**
- In the event that the designated location is unable to receive children, they will be returned to Kids 'R'

Kids of Legends Ranch.

- Children will not be left unattended in any vehicle used for transportation.
- Children will wear seat belts.
- Your child must be at the center **no later than 7:15am to be transported to school in the mornings. If your child needs breakfast, he/she needs to be at the center by 7:00am.**
- Follow the driver's instruction.
- Remain seated, facing forward at all times.
- Keep the aisle clear – books and bags are tripping hazards and can block the way in an emergency.
- Keep all body parts and other objects inside the bus.
- Talk quietly and use respectful language, be courteous.
- Do not throw anything inside or from the bus.
- Do not eat or drink on the bus, to include gum and candy.
- Wait for the bus to stop completely before undoing the seatbelt and getting up from your seat.
- Do not mark upon, deface or cut the bus seats or otherwise cause damage to the bus. Parents are held responsible for damages incurred by their child.

**Parent/Guardian Signature**

**Date**

**Child's Signature (if applicable)**

**Date**

# Photo & Social Media Release

For and in consideration of the opportunity to have my minor child's name, voice, picture, portrait, artwork and/or likeness published and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned, on behalf of myself and my minor child, hereby agree as follows:

1

I hereby grant Kids 'R' Kids International, Inc., Kids 'R' Kids, and its affiliates, franchisees, nominees, licensees, successors and assigns and those acting under their permission (hereinafter "KRK"), the unrestricted, absolute, perpetual, worldwide right to:

a. use my and my minor child's name, voice, picture, portrait, artwork and/or likeness, however obtained;

b. reproduce, copy, modify, alter, edit, publish, use, create derivatives in whole or in part, without limitation, my and my minor child's image, picture, portrait, artwork and/or likeness in still and/or video photography, film or tape taken of me or my minor child by or on behalf of KRK.

c. display, exhibit, distribute, transmit or broadcast the above or any part thereof; in any project or medium, whether now or hereafter existing, including, without limitation printed publications, television, radio, the internet, any online service or website, blog or social media, including, without limitation: Twitter, Facebook, Instagram, any number of times and for any purpose, including, without limitation, promotional, advertising and marketing purposes.

2

I agree that any picture, portrait, artwork or other product or material derived there from is wholly owned by KRK and that KRK may copyright any product or material containing same. If I receive any copy thereof, I shall not use it for any purpose nor authorize its use by anyone else.

3

I hereby waive my right to inspect and/or approve the finished product or material, or to the eventual use that it might be applied.

4

I hereby release and discharge KRK from and against any claim or liability arising out of invasion of privacy, right of publicity, defamation, portrayal in a false light, misappropriation, and copyright infringement arising out of or in connection with the use of materials referenced hereunder, including without limitation the use of my or my minor child's name, voice, picture, portrait, artwork and/or likeness in any manner authorized by this Release, whether now known or arising in the future.

5

I hereby warrant that I am eighteen years old or older and am the parent and/or legal guardian of the minor child named below and am competent to contract for the minor child named herein as the above is concerned. I have read the foregoing release and warrant that I fully understand the contents hereof. I agree that this Release is intended to be as broad and inclusive as permitted under the laws of the State of Georgia, and that if any portion thereof is held to be invalid, that the balance shall continue in full force and effect.

6

This Release constitutes an Agreement between myself and KRK and contains the entire understanding between myself and KRK regarding the subject matter hereof. This Release cannot be modified except in a writing signed by all parties hereto and shall be governed in accordance with the laws of the State of Georgia.

☐ I agree    ☐ I do not agree

**I hereby warrant that I am of full age and competent to contract for the minor names below in so far as the above is concerned. I have read the foregoing releases and warrant that I fully understand the contents thereof.**

**Parent/Guardian Signature**

**Date**

# Admission Requirements

The following must be signed by your child's Doctor and presented when your preschool-age child is admitted to Kids 'R' Kids, by the first day of admission.

**Doctor's Statement:** I have examined the above-named child within the past year and find that he/she is physically able to take part in the childcare program.

**Child's Name**

**Doctor's Signature**

**Facility Name**

**Facility Phone Number**

**Facility Address**

This form may be faxed or emailed to KRK at 832-442-4839 or [info@krklegends.com](mailto:info@krklegends.com)

# Tuition Policy

Please initial beside each item listed below.

- ☐ Tuition will be charged on Friday for the upcoming week
- ☐ All payments are taken using our automatic withdrawal system. We require all families to have a current auto-draft form on file.
- ☐ The enrollment fee is a nonrefundable fee paid at the time of enrollment. This fee simply holds your child's place on our center's waitlist and does not get applied to your first week's tuition.
- ☐ Late fee charges cannot be waived for any reason outside of immediate family medical emergencies and can only be discussed by appointment. This does not include general illness.
- ☐ If tuition is more than two weeks behind, childcare services will be suspended and all future tuition must be paid two weeks in advance before service can continue.
- ☐ Families out for full week may receive a vacation week. You will receive five half weeks per enrollment year, and one free week after one consecutive enrollment year. Tuition Adjustment forms must be completed, and payment made prior to the start of your departure.
- ☐ If we receive a returned ACH payment you will receive a \$35 NSF fee. Three (3) returned ACH payments may cause an interruption of care.
- ☐ Bi-annual Education Fees (\$75/child) are charged every February 1st and September 1st and thereafter.

## DISENROLLMENT POLICIES

A one-week written notice is required when disenrolling a child for any reason. If proper notice is given any unused tuition will be refunded within 30 days of the disenrollment. If the required notice is not given, parents will be charged tuition for one additional week from your automatic payment system. Disenrollment forms can be found on our website or at the front desk. If you disenroll for any reason including summer break, you will be charged a new enrollment fee on your last day to save your child's spot and you will be placed on the current rate sheet upon re-enrollment.

**Parent/Guardian Signature**

**Date**

## Health & Medication Policy

In our center we have very specific guidelines for parents to reference regarding health. These policies are intended to be very clear on what health issues would make it necessary for your child to be kept out of school. It is our hope that these policies address all concerns from parents to staff. Administered correctly and fairly, they should protect the best interest of all our children, well or ill, as well as our teachers and staff. But as we do our best to keep the entire center healthy and germ-free, we do ask for your help in following these guidelines and policies.

To preserve the health of all children, we ask that you not send a sick child to school. Small children in particular are prone to infection because their immune systems are not fully developed. One sick child in the classroom places all other children at risk.

A child who has a fever should not be sent to school under any circumstances. A child who is listless or shows signs of illness should be kept home. Children should never be given medication to bring a fever down and then brought to school. Keep your child at home if you observe any of the following symptoms: 1) Persistent stomach ache, diarrhea, and/ or vomiting (state guidelines use three times during the day); 2) Deep or hacking cough even if fever is not present; 3) yellow or green mucus discharge; 4) a rash that has not been diagnosed by a physician; 5) undiagnosed and untreated pink, swollen, or matted eyes 6) a temperature over 100.0.

A child can return to school when the fever is gone, and the temperature has been normal for at least 24 hrs un-medicated and active signs of illness are no longer present. Children do not have to remain away from the center until all secondary symptoms disappear since some nasal and bronchial congestion may linger for several days following a cold or flu, but the child generally will not be contagious. Consult your physician if you have any questions.

Medications administered by the school follow very strict guidelines. You must sign in all medications in our medication log. All medications must be dropped off at the front desk and are stored in a locked closet or refrigerator. Indicate the dosage clearly, and the prescription number. All medications must be taken home every day. We will not administer one or two a day medication. These are also noted as AM/PM dosages. Our medication times are 11:30 a.m. and 3:30 p.m., this is to keep us on a schedule, so we don't miss any medications to be given. We will not give medication at any other time that is not on our rotation. If you have a special need, you can discuss this with the front desk. All over-the-counter medication must be accompanied by a doctor's note. Notes are valid for two weeks only. Medicine must be in its original container and must be labeled with the child's full name and date. We do not dispense expired medication; all expired medication will be returned or discarded. If a physician has ordered long-term special medical management (i.e. asthma, EpiPen, etc.) for a child, an adult trained in the procedure must be present when the child is on site. This could be front desk personnel or classroom teachers in special circumstances.

It is asked that you please tell the front desk if your child was diagnosed or exposed to a contagious disease. This gives our staff insight into the symptoms we may be looking for in other children and we post this information for you to be aware of anything going around.

If a child is not immunized and comes down with a vaccine-preventable disease, to which children are susceptible, your child will be immediately excluded from care until released by a physician.

All TB testing requirements are set by the health department. Although not required, we prefer all employees be vaccinated.

**Parent/Guardian Signature**

**Date**

**Parent/Guardian Signature**

**Date**

## Acknowledgment & Receipt of Discipline & Behavior Management Policy

Praise, positive reinforcement, and redirection are effective methods for behavior management of children. When children receive positive, non-violent, and understanding interaction from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy taken from the Kids 'R' Kids Parent Handbook and the NAEYC Code of Ethics.

At Kids 'R' Kids Schools of Quality Learning we use a method of "redirection" to guide children toward appropriate behavior. If a child is engaged in behavior that is not conducive to a safe and happy learning environment, the teacher will "redirect" the child toward the appropriate behavior. If a child must be re-directed to "quiet time", they will not be separated from their peers for more than 1 minute per year of their age.

Prior to expelling or disenrolling a child because of a child's persistent and seriously challenging behavior Kids R Kids #51 will:

- 1** Consult with the child's parents/legal guardians and teacher to maintain the child's safe participation in our program.
- 2** Inform the parents/legal guardians of a child exhibiting persistent and serious challenging behavior after an in-center observation is completed in order for the child to safely continue to participate in our program.
- 3** If the director determines that the child's continued behavior is a safety threat to the child or others enrolled, the director shall refer the parents/legal guardians to other potentially appropriate placements such as resource and referral agencies and programs, or other local childcare centers available in our community.

All of our employees are required to have annual training on responding to abuse and neglect of children. This training increases awareness of the warning signs of abuse (i.e. verbal expression of abuse by the child, statement made by another individual, physical evidence, unexplained injuries). If any parent or employee suspects a child is being abused or neglected, you must visit <http://www.hhs.texas.gov> to make a report. Or call the local licensing office at 936/756-5400. This policy complies with federal and state civil rights laws.

**I, the undersigned parent or guardian of \_\_\_\_\_, do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.**

**Date of Enrollment**

**Parent/Guardian Signature**

**Date**

**Signature of Director (or designated staff member)**

**Date**



## Center Policies

1

KRK is open Monday through Friday from 6:00 a.m. to 6:30 p.m. If your child is picked up after 6:30 p.m. you will be charged a late fee of \$15/child for every 15 minutes past 6:30 p.m. and \$30/child for every 15 minutes past 7:00 p.m. If your child is still here at 7:00 p.m. and there has been no communication from the parents, we will contact the local authorities. Picking up more than ten minutes late two or more times may result in termination of services.

2

The school is closed for 10 holidays throughout the year: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after, Christmas Eve, and Christmas Day. If the Holiday falls on Saturday, we will be closed on the proceeding Friday. If the Holiday falls on Sunday, we will be closed on the following Monday. Full tuition will still be charged. We do not follow the local ISD policy regarding weather policies and or delayed opening times. Any disruptions to normal business days, parents will be notified via one of the following text messages, email, social media, or our website.

3

Our methods of building security and access is dependent upon facial recognition by our front desk staff. To ensure safety, the first time a person picks up your child, they must show picture identification. Our perimeter doors and gates remain locked at all times.

4

Please send your child to school dressed comfortably and prepared to work and play hard. Because some of our activities can be messy, we ask that you provide a complete set of extra clothing to keep at school. Label all items with your child's first and last name. All children must wear closed-toe shoes. Children in our Pre-K program must wear their red polo Monday through Thursday and a spirit shirt on Friday.

5

As a licensed childcare facility in the state of Texas, we are required to follow all guidelines set forth by the HHSC (Health and Human Services Commission) and the Minimum Standards for Child Care Centers. Copies of this document are available at the school for your review. You may also view the most recent licensing inspection report posted on the Parent Information Board. You may visit the HHSC website at <http://www.hhs.texas.gov>. Our local licensing office may be contacted at 936/756-5400. The HHSC child abuse hotline number is 1/800/252-5400. Per the Texas Penal Code, any area within 1,000 feet of our center must be a gang-free zone.

6

We provide baby wipes, bibs, bedding, and baby food. You provide diapers and several extra sets of clothing. If you would like to provide your own bedding or bibs, you will be responsible for your laundering. For safety reasons we do not allow stuffed animals or pillows in cribs. Each infant room has a comfortable place to enable a mother to breastfeed her child. We provide training cups for the children and we are responsible for cleaning and sanitizing between each use.

7

All parties involved in your child's potty training must be in agreement. Children who are potty training must come in underwear daily, with numerous changes of clothes in case of accidents.

8

We are required to provide a supervised sleep or rest period after lunch each day for preschool children. Naptime is from 12:00-2:30, we provide and maintain a cot and sheet for each child. You may provide a blanket and a small pillow for naptime. All items must be labeled and fit into a small backpack. Any child who is awake after one hour may participate in an alternative quiet activity on their mat until nap time is over.

9

We have five separate age-appropriate playgrounds on nearly two acres. Children are outside for at least 30 minutes each morning and afternoon, weather permitting. Fresh drinking water is available on each playground.

10

During the summer months we utilize our KRK water park located on our back playground. Children must come to school dressed for water play including water shoes (CROCs are not considered water shoes). Please provide a dry change of clothes for your child.

- 11** Hearing and Vision Screening: When your child turns 4 yrs. old, the Health Department in conjunction with the School District requires all children to participate in a Hearing and Vision Screening. You may choose to do this through your Pediatrician or we will be setting up a screening here at the center for your convenience.
- 12** If your child is being transported to school in the morning by KRK they must be at the center by 7:15 a.m. If your child is not riding with us in the afternoon, you must call KRK before 2:00 p.m. If you fail to notify KRK prior to 2:00 p.m., you will be charged a \$15 Search Fee.
- 13** Parents are required to provide immunization records and updates as required.
- 14** We have an open door policy when needing to speak to the Director in regards to our policies and procedures.
- 15** You (or anyone on your pick up list) may visit a child at any time during the day, the visit must be less than 30 minutes. If the visit is to exceed this time we will require all needed background and fingerprinting documentation. This also applies to a field trip that a parent might want to attend.
- 16** Our methods of communication include e-mail, text, posting on doors, checkpoint computers, and/or letter. In the event that our policies change, you will be notified by print

**I have read these policies and have received a copy of the information provided to me.**

**Parent/Guardian Signature**

**Date**

## Alternate Food Policy

KRK serves breakfast, lunch, and PM snacks that meet nutritional guidelines set up by the State of Texas. The menu is posted outside of the kitchen and on the Parent Information Board for review. If your child requires a special diet for medical reasons, we must have written documentation from a physician or registered/licensed dietician in your child's record. If your child does not want to eat the food we serve, we will discuss recurring eating problems with you and encourage but not force your child to eat. We serve family-style dining. We serve water at each snack and mealtime in addition to juice and milk.

I understand that if I chose to provide alternate meals/snacks for my child, I am waiving KRK's responsibility to provide a balanced nutritional diet for my child that day.

We are a peanut-free facility.

**Parent/Guardian Signature**

**Date**

# Emergency Preparedness Plan

An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility facility readiness with respect to most likely to occur in your area including but not limited to natural events such as tornadoes, floods, or hurricanes, health events such as medical emergencies, communicable disease outbreak, and human-caused events such as an intruder with a weapon, explosion, or chemical spill.

## Written procedures in evacuation including:

- In the event of an emergency, the designated area for an evacuation for Kids R Kids #51 is The Edge Gym, located at 2733 Rayford Road Spring, Texas 77386.
- The children will be walked over from Kids R Kids to The Edge Gym. All staff members will be responsible for their classroom. They will have their classroom rosters and accurate counts at all times.
- In the event that an emergency hinders us from evacuating to The Edge Gym, our second designated area for evacuation is Fellowship Champions located at 16707 Squyres Road Spring, Texas 77379. All children will be relocated by bus, and any staff vehicles currently covered by our insurance provider.
- We will post our evacuation location on signs on our front door. Our answering machine will be updated, if possible (281/363-2227), and if possible we will post updates on our website ([www.krkleads.com](http://www.krkleads.com)).
- In the event of an emergency evacuation, children 24 months and younger will be placed in evacuation cribs and relocated to the designated relocation area.

## Procedures including communication during evacuation:

- Proper Authorities will be notified when an emergency arises.
- All parent and emergency contact telephone numbers and Authorization for Emergency Care for each child in care will be taken to designated safe area.
- All land lines will be rolled over to the Management Staff. Those phones are kept fully charged at all times.
- Contact information for all parents is kept at the homes of our Management Staff in case you need to be contacted and our computer system is not accessible.
- We will wait at the designated safe location until all parents have made their way to our evacuation location for pick up.
- We will have enough provisions for a 24 hour period.
- Our goal is to open our building 48 hours after an event.

## Procedures if medical emergency occurs:

- Management will evaluate the problem
- Call 9-1-1 if necessary
- Begin First Aid and CPR if needed
- If child is transported by First Responders, Director will accompany the child with the child's file

## Procedures if intruder enters our premises:

- Call 9-1-1, if not by a management then by staff members of our Infant Suite
- All classrooms have phones in order to communicate with one another
- The entire building would be in lock down
- Wait for authorities to respond

## Procedures if a communicable disease affects of our school:

- Identify and alienate the source of the problem
- Call proper authorities
- Post notices and conduct appropriate disinfecting procedures

## Written procedures for inclement weather:

- In the event of inclement weather, KRK management will notify you via text, and you may find updates on our Facebook, Website, & Instagram page.
- Full tuition will be charged, if there is a center closure due to natural events, medical emergencies, communicable disease outbreak, fire, explosion, or chemical spill, unless otherwise notified by KRK management.
- In the event that the center is closed for an extended period of time due to any of the above mentioned, KRK will waive the 2-week disenrollment policy and disenrollment will be granted immediately if you choose to disenroll.

Parent/Guardian Signature

Date

# Vision Statement

We believe children should be **"Hugged First, then Taught"**

## MISSION STATEMENT

Kids 'R' Kids Schools of Quality Learning provide a secure, nurturing, and educational environment for children; a place for children to bloom into responsible, considerate and contributing members of society. At our school we want all children to have the opportunity to grow physically, emotionally, socially, and intellectually by playing, exploring, and learning with other in a fun, safe, and healthy environment.

As a family owned and operated organization, Kids 'R' Kids Legends Ranch welcomes positive family involvement and encourages a parent-teacher approach where the need of every child comes first to obtain successful early childhood education and school-age care.

## PROCEDURE FOR NEGOTIATING DIFFICULTIES BETWEEN FAMILIES & PROGRAM STAFF

As a family-owned and operated organization, Kids 'R' Kids welcomes positive family involvement and encourages a parent-teacher approach where the need of every child comes first to obtain successful childhood education and school-age care. Parents may have mixed feelings about leaving their children in group care. In order to make yourself feel more comfortable, you are welcome to spend time in the center not exceeding 30 minutes. This helps create a trusting environment between the parent-teacher and the student.

Management highly encourages communication between parents and teacher to happen during pickup and drop off times. If an issue cannot be resolved within the classroom, parents should contact the Center Director. Every effort will be made at that level to resolve any issues during a parent-teacher conference. However, if the issue remains, parents would then be directed to speak to the Owner of the facility. We have an open-door policy when needing to speak with the Director to schedule a parent-teacher conference and we will schedule a parent-teacher conference when needed at a time that works best for the classroom.

**Parent/Guardian Signature**

**Date**

## Drop Off & Pick Up Procedures

KRK is open Monday through Friday from 6:00 a.m. to 6:30 p.m. If your child is picked up after 6:30 p.m. you will be charged a late fee of \$15/child for every 15 minutes past 6:30 p.m. and \$30/child for every 15 minutes past 7:00 p.m. If your child is still here at 7:00 p.m. and there has been no communication from the parents, we will contact the local authorities. Picking up more than ten minutes late two or more times may result in termination of services.

To ensure an open line of communication between you and your child's teachers, we require all parents/guardians to walk inside and drop off and pick up your child from their classroom. We also ask that parents/guardians refrain from using their cell phones and electronic devices.

Per minimum standards, parents/guardians are required to check their child in and out each day. At our facility, we do use a contactless check-in/out app by the name of ProCare.

The ProCare app is available for download in the App Store & The Play Store. You will need to create an account with all of your personal information, and on your first day of enrollment, each parent/guardian will receive an email with their own unique 10-digit code to add your child to your ProCare account. Once your child has been added to your Procare app account you can start using the app for contactless check-in and out, as well as updating your contact information and your permitted to pick up list.

In the event of rain, you may use the Kiss and Go Lane to pick your child up, but please remember not to block the crosswalk, and to keep traffic flowing do not park in the Kiss and Go Lane.

If your child is in our Private Kindergarten class, absences, and tardies are documented on each report card. Your child is considered tardy after 8:00 AM.

Familiar activities can provide comfort for both adults and children during challenging and uncertain times. Just like adults, children feel more confident and secure when their daily activities are predictable and familiar. A consistent daily schedule and step-by-step routines give children a predictable day. Schedules and routines in the group care setting help children engage in learning. Circle time is imperative for your child's start to this program, please ensure that your child is checked in and in class before their circle time (8:30 am) to limit disruption during circle time.

**Parent/Guardian Signature**

**Date**

**Director's Signature**

**Date**

# Infant Feeding Plan

Child's Full Name

Date of Birth

Today's Date

Formula Type

Formula Amount

Formula Amount Updates (Dates)





How Does Your Child Like Their Bottle Served?

☐ Warmed ☐ Room Temperature ☐ Cold

**Feeding:** Bottles must be pre-mixed, labeled with child's full name, dated, and ready to be served. It is Kids 'R' Kids' policy that bottles be held, not propped, during feeding.

Child's diet includes: (check all the applies)

☐ Breast Milk ☐ Whole Milk ☐ Water  
☐ Formula ☐ Juice ☐ Strained Foods  
☐ Baby Foods ☐ Table Foods

	Time of Day	Type & Approximate Amount of Food
Breakfast	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>

Does your child have any allergies? (food, wipes, diapers, skin care products, etc.)

☐ Yes ☐ No

Can hold his/her head steady?

☐ Yes ☐ No

Can he/she sit up on their own?

☐ Yes ☐ No

Opens mouth/leans forward in anticipation of food offered?

☐ Yes ☐ No

Closes lips around a spoon.

☐ Yes ☐ No

Additional Instructions (i.e. for the introduction of solid foods, dietary changes):

I understand it is my responsibility to keep Kids 'R' Kids updated, in writing, as my child's needs change. **A new Infant Care Plan must be updated every 30 days.**

Parent/Guardian Signature

Date

# Operational Policy on Infant Safe Sleep

This form provides the required information per minimum standards §746.501 (9) and §747.501 (6) for the safe sleep policy.

Directions: Parents will review this policy upon enrolling their infant at \_\_\_\_\_ and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death (SIDS/SUIDS) at: <http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

## SAFE SLEEP POLICY

All staff, substitute staff, and volunteers at \_\_\_\_\_ will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices (§746.2415(b) and §747.2315(b)). Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing (§746.2429 and §747.2329).
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415(b) and §747.2315(b)].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing \_\_\_\_\_ (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415(b) and §747.2315(b)].
- Place only one infant in a crib to sleep (§746.2405 and §747.2305).
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal (§746.2415(b) and §747.2315(b)) or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk (§746.2401 (6) and §747.2315(b)).
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health-care professional (§746.2426 and §747.2326).
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound (§746.2403 and §747.2303).
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position (§746.2427 and §747.2327).
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional (§746.2428 and §747.2328).



## PRIVACY STATEMENT

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>.

**Director Signature**

**Date**

**Parent/Guardian Signature**

**Date**

## Field Trip Policy

Your calendar is set up so that you will be ready for each day. All field trips are posted at least 24 hours in advance. Please pay close attention to the scheduled leaving and returning times on the day of the field trip.

You will also need to pay close attention to what items your child will need on the day of the field trip. Please make sure your child arrives (15) minutes prior to every field trip. This will ensure we have adequately accounted for your child and all required preparations are met. We will not provide alternate care for your child so please be on time and plan your appointments around the field trip schedule.

Each child will need to have a camp colored KRK field trip shirt with all of our center information on it every time they leave the building. You may purchase t-shirts for \$10. If your child arrives at KRK without a t-shirt on a field trip day, we will put them in a shirt and charge your account \$10. We do not have loaner shirts.

When lunch is required, it needs to be in a gallon Ziploc bag or other waterproof bag. These lunches will be put in coolers with ice packs to keep them cold, so a brown paper sack will not work. Please label the outside of your child's lunch. **All lunches must be peanut free, if you do not pack a peanut-free lunch we will have a replacement made in the kitchen and your account will be charged for the meal. If your child arrives at KRK without a lunch on a field trip day, we will provide one and charge your account \$10.**

You will be responsible for applying the first layer of sunscreen on your child as they dress in the morning. We will re-apply sunscreen throughout the day, depending on the activities for that day.

Please do not send any money with your child for their outings. We are not responsible for any electronics or any items that are brought from home. If such items are brought, your child will have a daily time limit. Please note that we reserve the right to ban a child's electronics at any time.

If you want to volunteer to attend a field trip, the front must be notified in advance, a volunteer guidelines policy must be signed, and a background check must be completed.

**Parent/Guardian Signature**

**Date**

# Electronic Funds Transfer Authorization For Bank Account & Credit Card

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

I (we) hereby authorize (business name) \_\_\_\_\_ to initiate credit card charges to the below-referenced credit card account **(Section A)** OR, initiate debit entries to my (our) checking or savings account, indicated below **(Section B)**. To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types. **Complete one section only.**

<b>Bank Account</b>					
<b>Your Name</b>				<b>Phone #</b>	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
<b>Address</b>		<b>City</b>		<b>State</b>	<b>ZIP Code</b>
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Bank or Credit Union Name</b>	<b>Bank or Credit Union Address</b>	<b>City</b>	<b>State</b>	<b>ZIP Code</b>	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
<b>Routing Number</b>		<b>Account Number</b>			
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>			
				<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
<b>Authorized Signature</b>				<b>Date</b>	
<input style="width: 95%;" type="text"/>				<input style="width: 95%;" type="text"/>	
<b>For Center Use Only</b>					
<b>Date Received</b>		<b>Employee Signature</b>			
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>			

## Parent's Rights

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This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271.

**Directions:** Parents will review these rights upon enrolling their child.

### Rights of Parent or Guardian

**A parent or guardian of a child at a child care facility has the right to:**

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or guardian, the facility's:
  - (A) staff training records; and
  - (B) any in-house staff training curriculum used by the facility;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
  - (A) video recordings of the alleged incident are available;
  - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
  - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

\_\_\_\_\_  
**Signature of Parent or Guardian**

\_\_\_\_\_  
**Date**

### Resources

Facility Information and Online Compliance History: <http://txchildcaresearch.org>

Child Care Regulation Contact Information: <https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation>



## Admission Information

Use this form to collect all required information about a child enrolling in day care.

**Directions:** The day care provider gives this form to the child's parent or guardian. The parent or guardian completes the form in its entirety and returns it to the day care provider before the child's first day of enrollment. The day care provider keeps the form on file at the child care facility.

### General Information

Operation's Name		Director's Name	
Child's Full Name	Child's Date of Birth	Child Lives With <input type="radio"/> Both parents <input type="radio"/> Mom <input type="radio"/> Dad <input type="radio"/> Guardian	
Child's Home Address		Date of Admission	Date of Withdrawal
Name of Parent or Guardian Completing Form		Address of Parent or Guardian (if different from the child's)	
List telephone numbers below where parents/guardian may be reached while child is in care.			
Parent 1 Telephone No.	Parent 2 Telephone No.	Guardian's Telephone No.	Custody Documents on File <input type="radio"/> Yes <input type="radio"/> No
Give the name, address, and phone number of the responsible individual to <b>call in case of an emergency</b> if parents/guardian cannot be reached			Relationship
I authorize the child care operation to <b>release</b> my child to leave the child care operation <b>ONLY</b> with the following persons. Please list name and telephone number for each. Children will only be released to a parent or guardian or to a person designated by the parent/guardian after verification of ID.			
Name		Phone Number	
Name		Phone Number	
Name		Phone Number	

### Consent Information

Check All That Apply:			
<b>1. Transportation</b>			
I give consent for my child to be transported and supervised by the operation's employees:			
<input type="checkbox"/> for emergency care	<input type="checkbox"/> on field trips	<input type="checkbox"/> to and from home	<input type="checkbox"/> to and from school
<b>2. Field Trips</b>			
<input type="radio"/> I give consent for my child to participate in field trips.			
<input type="radio"/> I do not give consent for my child to participate in field trips.			
Comments			

### 3. Water Activities

I give consent for my child to participate in the following water activities:

☐ water table play    ☐ sprinkler play    ☐ splashing/wading pools    ☐ swimming pools    ☐ aquatic playgrounds

### 4. Receipt of Written Operational Policies (Check All that Apply)

I acknowledge receipt of the facility's operational policies, including those for:

☐ Discipline and guidance    ☐ Procedures for release of children  
☐ Suspension and expulsion    ☐ Illness and exclusion criteria  
☐ Emergency plans    ☐ Procedures for dispensing medications  
☐ Procedures for conducting health checks    ☐ Immunization requirements for children  
☐ Safe sleep    ☐ Meals and food service practices  
☐ Procedures for parents to discuss concerns with the director    ☐ Procedures to visit the center without securing prior approval  
☐ Procedures for parents to participate in operation activities    ☐ Procedures for parents to contact Child Care Licensing (CCL), DFPS, Child Abuse Hotline, and CCL website

### 5. Meals

I understand that the following meals will be served to my child while in care:

☐ Breakfast    ☐ Lunch    ☐ Afternoon snack

### 6. Days and Times in Care

My child is normally in care on the following days and times:

Day of the Week	A.M.	P.M.
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

### Authorization For Emergency Medical Attention

In the event I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child to:

Name of Physician	Address	Phone Number
Name of Emergency Care Facility	Address	Phone Number

I give consent for the facility to secure any and all necessary emergency medical care for my child.

<p>_____ Signature — Parent or Legal Guardian</p>
---



### Child's Additional Information Section

List any special needs that your child may have, such as environmental allergies, food intolerances, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for long-term continuous use, and any other information which caregivers should be aware of:

Does your child have diagnosed food allergies? ☐ Yes ☐ No Plan Submitted on \_\_\_\_\_

Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

\_\_\_\_\_  
Signature — Parent or Legal Guardian

\_\_\_\_\_  
Date Signed

### School Age Children

My child attends the following school

School Phone Number

My child has permission to (check all that apply):

☐ walk to or from school or home ☐ ride a bus ☐ be released to the care of his/her sibling under 18 years old

Authorized pick up/drop off locations other than the child's address

☐ Child's required immunizations, vision and hearing screening, and TB screening are current and on file at their school.

### Admission Requirement

If your child does not attend pre-kindergarten or school away from the child care operation, one of the following must be presented when your child is admitted to the child care operation or within one week of admission.

Check **only one** option:

1. ☐ Health Care Professional's Statement: I have examined the above named child within the past year and find that he or she is able to take part in the day care program.

\_\_\_\_\_  
Signature — Health Care Professional

\_\_\_\_\_  
Date Signed

2. ☐ A signed and dated copy of a health care professional's statement is attached.

3. ☐ Medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or am a member of. I have attached a signed and dated affidavit stating this.

4. ☐ My child has been examined within the past year by a health care professional and is able to participate in the day care program. Within 12 months of admission, I will obtain a health care professional's signed statement and submit it to the child care operation.

☐

Name

Address of Health Care Professional

\_\_\_\_\_  
Signature — Parent or Legal Guardian

\_\_\_\_\_  
Date Signed

### Requirements for Exclusion

- ☐ I have attached a signed and dated affidavit stating that I decline immunizations for reason of conscience, including religious belief, on the form described by Section 161.0041 Health and Safety Code submitted no later than the 90th day after the affidavit is notarized.
- ☐ I have attached a signed and dated affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination that I am an adherent or member of.

### Vision Exam Results

Right Eye 20/      Left Eye 20/      ☐ Pass      ☐ Fail

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

### Hearing Exam Results

Ear	1000 Hz	2000 Hz	4000 Hz	Pass or Fail	
Right				<input type="radio"/> Pass	<input type="radio"/> Fail
Left				<input type="radio"/> Pass	<input type="radio"/> Fail

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

### Vaccine Information

The following vaccines require multiple doses over time. Please provide the date your child received each dose.

Vaccine	Vaccine Schedule	Dates Child Received Vaccine
Hepatitis B	Birth (first dose)	
	1–2 months (second dose)	
	6–18 months (third dose)	
Rotavirus	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
Diphtheria, Tetanus, Pertussis	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	15–18 months (fourth dose)	
	4–6 years (fifth dose)	
Haemophilus Influenza Type B	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	12–15 months (fourth dose)	
Pneumococcal	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	



Vaccine	Vaccine Schedule	Dates Child Received Vaccine
	12–15 months (fourth dose)	
Inactivated Poliovirus	2 months (first dose)	
	4 months (second dose)	
	6–18 months (third dose)	
	4–6 years (fourth dose)	
Influenza	Yearly, starting at 6 months. Two doses given at least four weeks apart are recommended for children who are getting the vaccine for the first time and for some other children in this age group.	
Measles, Mumps, Rubella	12–15 months (first dose)	
	4–6 years (second dose)	
Varicella	12–15 months (first dose)	
	4–6 years (second dose)	
Hepatitis A	12–23 months (first dose)	
	The second dose should be given 6 to 18 months after the first dose.	

#### Physician or Public Health Personnel Verification

Signature or stamp of a physician or public health personnel verifying immunization information above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

#### Varicella (Chickenpox)

Varicella (chickenpox) vaccine is not required if your child has had chickenpox disease. If your child has had chickenpox, please complete the statement: My child had varicella disease (chickenpox) on or about (date) \_\_\_\_\_ and does not need varicella vaccine.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

#### Additional Information Regarding Immunizations

For additional information regarding immunizations, visit the Texas Department of State Health Services website at [www.dshs.state.tx.us/immunize/public.shtm](http://www.dshs.state.tx.us/immunize/public.shtm).

#### TB Test (If Required)

☐ Positive ☐ Negative Date: \_\_\_\_\_

### Gang Free Zone

Under the Texas Penal Code, any area within 1,000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

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### Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>

### Signatures

\_\_\_\_\_  
Child's Parent or Legal Guardian

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Center Designee

\_\_\_\_\_  
Date Signed

## Operational Discipline and Guidance Policy

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This form provides the required information per 26 Texas Administrative Code (TAC) minimum standards §744.501(7), §746.501(a)(7), and §747.501(5).

**Directions:** Parents will review this policy upon enrolling their child. Employees, household members, and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

### Discipline and Guidance Policy

#### Discipline must be:

- 1) Individualized and consistent for each child;
- 2) Appropriate to the child's level of understanding; and
- 3) Directed toward teaching the child acceptable behavior and self-control.

**A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:**

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

**There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:**

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or instrument;
- 5) Putting anything in or on a child's mouth;
- 6) Humiliating, ridiculing, rejecting, or yelling at a child;
- 7) Subjecting a child to harsh, abusive, or profane language;
- 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

### Additional Discipline and Guidance Measures

*(Only Applies to Before or After School Program (BAP)/School Age Program (SAP) that Operates under 26 TAC Chapter 744)*

**A program must take the following steps if it uses disciplinary measures for teaching a skill, talent, ability, expertise, or proficiency:**

- Ensure that the measures are considered commonly accepted teaching or training techniques;
- Describe the training and disciplinary measures in writing to parents and employees and include the following information:
  - (A) The disciplinary measures that may be used, such as physical exercise or sparring used in martial arts programs;
  - (B) What behaviors would warrant the use of these measures; and
  - (C) The maximum amount of time the measures would be imposed;
- Inform parents that they have the right to ask for additional information; and
- Ensure that the disciplinary measures used are not considered abuse, neglect, or exploitation as specified in Texas Family Code §261.001 and TAC Chapter 745, Subchapter K, Division 5, of this title (relating to Abuse and Neglect).

### Signature

This policy is effective on the following date: \_\_\_\_\_

Signed by: \_\_\_\_\_

Role: ☐ Parent ☐ Caregiver/Employee ☐ Household Member (CH. 747 only)

### Minimum Standards Related to Discipline

- Title 26, Chapter 746 Subchapter L: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y)
- Title 26, Chapter 747 Subchapter L: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y)
- Title 26, Chapter 744 Subchapter G: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y)