

## **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.

	Ge	eneral Information		THE RESERVE OF THE RES	
Operation's Name:		Director's Name:			
			Torration	- WHO O	
Child's Full Name:		Child's Date of Birth:		nild Lives With? Both parents	
Child's Home Address:		Date of Admission:		Date of Withdrawal:	
Name of Parent or Guardian Completing Form:		Address of Parent or G	Address of Parent or Guardian (if different from the child's):		
List phone numbers below where	e parents or guardian may be r	eached while child is in care			
Parent 1 Phone No.:	Parent 2 Phone No.:	Guardian's Phone No.:		Custody Documents on File?  Yes No	
In case of an emergency, call:					
Name of Emergency Contact:		Relationship:		Area Code and Phone No.;	
Address:					
I authorize the child care operation and phone number for each. Chiverification of ID.	on <b>to release</b> my child to leave Idren will only be released to a	e the child care operation <b>ON</b> a parent or guardian or to a p	ILY with the erson design	following persons. Please list name nated by the parent or guardian after	
Name:			Are	a Code and Phone No.:	
Name:			Are	a Code and Phone No.:	
Name:			Are	a Code and Phone No.;	
	Co	onsent Information			
1. Transportation:					
I give consent for my child to be	transported and supervised by	the operation's employees (	(Check all th	at apply).	
for emergency care	on field trips				
2. Field Trips:					
O I give consent for my child to	participate in field trips. O I	do not give consent for my ch	nild to partic	ipate in field trips.	
Comments:					

3. Water Activities:	
I give consent for my child to participate in the following w	vater activities (Check all that apply).
☐ water table play ☐ sprinkler play ☐ splashing or wadir	ng pools 「
12	
4. Receipt of Written Operational Policies:	
I acknowledge receipt of the facility's operational policies, including	those for (Check all that apply).
☐ 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
Promotion of indoor and outdoor physical activity including criteria for extreme weather conditions	Procedures for supporting inclusive services
Procedures for parents to participate in operation activities	$\hfill \square$ 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 wh	ile in care (Check all that apply):
☐ None ☐ Breakfast ☐ Morning snack ☐ Lunch ☐	Afternoon snack
6. Days and Times In Care:	STATE OF THE STATE
My child is normally in care on the tollowing days and times:	
Day of the Week AM, P.M.	
Monda	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Child's Special Care Needs (check all	that apply)		
☐ Environmental allergies		Limitations or restrictions on child's	activities
☐ Food intolerances		☐ Reasonable accommodations or mo	difications
Existing illness		Adaptive equipment (include instruc	tions below)
Previous serious illness		Symptoms or indications of complications	ations
☐ Injuries and hospitalizations (past 12	? months)	☐ Medications prescribed for continuo	us long-term use
Other:			
Explain any needs selected above:			
Does your child have diagnosed food al	lergies? () Yes () No Foc	od Allergy Emergency Plan Submitted Da	ite:
		cans with Disabilities Act (ADA), Title III.	<del></del>
www.ada.gov/resources/child-care-cent may call the ADA Information Line at (86	ers/. If you believe that such an	operation may be practicing discrimination	on in violation of Title III, you
Signature — Parent or Legal Guardia	n	Date Signed	
School Age Children		THE STATE OF THE S	
My child attends the following school:  My child has permission to (check all the	of Multi	School	Area Code and Phone No.:
walk to or from school or name		the care of his or her sibling under 18 ye	ars old
Authorized pick up or drop off locations  Child's required annunizations, vision	other than the child's address:	B screening are current and on file at the gency Medical Attention	nir school
In the event I cannot be reached to arra		e, I authorize the person in charge to tak	e my child to:
Name of Physician	Address		Phone No.
Name of Emergency Care Facility	Address		Phone No.
I give consent for the facility to secure a  Signature — Parent or Legal Guardia		by medical care for my child.  Date Signed	
July lature — Farent or Legal Guardia	•••		

Requirements to	for Exclusion from Co	mpliance	
I have attached a signed and dated affidavit stating that I d form described by Section 161.0041 Health and Safety Co.	de submitted no later than	the 90th day after the a	ffidavit is notarized.
I have attached a signed and dated affidavit stating that the religious denomination that I am an adherent or member of	e vision or hearing screeni f.	ng conflicts with the tene	ets or practices of a church or
Vis	sion Exam Results		
Right Eye 20/ Left Eye 20/ Pass Fail Signature	Date Signed		
Hes	ıring Exam Results		
Ear 1000 Hz	2000 Hz	4000 Hz	Pass or Fail
Right			O Pass Fail
Aeri			Pass Fail
Signature	Date Signed		
Admission Requirement	le military and the		
If your child does not attend pre-kindergarten or school away f child is admitted to the child care operation or within one week	of admission. (Select <b>onl</b>	<b>y one</b> option.)	
Health Care Professional's Statement: I have examined the part in the day care program.	e above named child within	n the past year and find t	hat he or she is able to take
A signed and dated copy of a health care professional's sta			
Medical diagnosis and treatment conflict with the tenets and member of. I have attached a signed and dated affidavit sta	d practices of a recognized ating this.	d religious organization,	which I adhere to or am a
My child has been examined within the past year by a heal months of admission, I will obtain a health care professional	th care professional and is	able to participate in the submit it to the child care	e day care program. Within 12 e operation.
Name of Health Care Professional, if selected	Address of Health Care I	Professional, if selected	
Signature — Health Care Professional	Date Signed	_	
Signature — Parent or Legal Guardian	Date Signed	_	
Signature — Farent or Legal Guardian	Date digited		

# Vaccine Information wing vaccines require multiple doses over time. Please provide the date your child received each do

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)	
	12–15 months (fourth dose)	
nactivated 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.	

Varicella (C	Chickenpox)
Varicella (chickenpox) vaccine is not required if your child has had chic	
statement: My child had varicella disease (chickenpox) on or about [dat	
Statement. My child flad varicella disease (chiokonpox) on or assat [	
Signature	Date Signed
Additional Information F	Regarding Immunizations
For additional information regarding immunizations, visit the Texas Dep immunize/public.shtm.	partment of State Health Services website at www.dshs.state.tx.us/
TB Test (I	f required)
15 1657 (1	
Positive Negative Date:	
	ree Zone
Under the Texas Penal Code, any area within 1,000 feet of a child care organized criminal activity are subject to harsher penalties.	center is a gang-free zone, where criminal offenses related to
Privacy S	Statement
HHSC values your privacy. For more information, read our privacy police	cy online at: https://hhs.texas.gov/policies-practices-privacy#security
Sino	
Sign	atures
Child's Parent or Legal Guardian	Date Signed
	5.4.00
Center Designee	Date Signed
Physician or Public Hea	Ith Personnel Verification
Signature or stamp of a physician or public health personnel verifying in	mmunization information above:
Signature	Date Signed



## **Operational Discipline and Guidance Policy**

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;
- 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: O Parent O Caregiver/Employee O Household Member (CH. 747	only)

#### Minimum Standards Related to Discipline

- Title 26, Chapter 746 Subchapter L: <a href="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</a>
- Title 26, Chapter 747 Subchapter L: <a href="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</a>
- Title 26, Chapter 744 Subchapter G: <a href="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</a>

Date Signed

Date Signed



## **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 will follow these safe sleep recommendations All staff, substitute staff, and volunteers at 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 tovs/ 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)]. (insert type of sleep clothing that will be used, If an infant needs extra warmth, use sleep clothing 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 **Signatures** Child's name: This policy is effective on: Date Signed Signature — Director/Owner

Signature — Staff member

Signature — Parent



## Infant Sleep Exception/Health Care Professional Recommendation

When a health care professional determines that it is medically necessary for an infant to sleep in an alternative position (other than sleeping on the infant's back), sleep in a restrictive device (such as a bouncer seat or swing), or needs to be swaddled to sleep, use this form to ensure that a licensed child care center, licensed child care home, or registered child care home that cares for the infant meets the minimum standards required by Texas Human Resources Code §42.042(e)(8)(A) and (B). The standards for these operations require the operation to:

- follow the directions of an infant's health care professional to provide specialized medical assistance to the infant (746.3815 and 747.3615); and
- maintain, while active, this form and any other directions from the health care professional that the parent provides to the operation [See §746.603(a)(10) or §747.603(a)(9)]. Keep the exception form in the infant's classroom, so that a caregiver may refer to the health care professional's instructions.

**Directions:** This exception will not be effective until all sections and signatures are complete. Once completed, the exception is acceptable for use by the child care operation.

			Infant's inf	formation		
Infant's Name			ate of Birth	Infant's Age	Parent/Guar	dian's Name
Address		.,,,				
Home Phone	Work Pho	ne	Fax		Email	
The infant's health	care profession			wing section		AS DECEMBER 18 AND A STATE OF A S
		N STEEL STREET			6010 4	
Name of Infant's Healt	h Care Professiona	li .		Name of Pract	ice	
Address						Fax number
Work Phone	Home Pho	ne	Email			
advice of the infant's sleep position, restri	s health care profective device, or so offent has the follo	essional, when n waddle for the in wing medical co	nedically ne fant due to	cessary, the omedical reason	center may l ons.	to sleep swaddled. But, based on the be authorized to use an alternative ve sleep position, allow for sleep in a
w = 12 12 13	45,4,0,1%	Health C	are Profes	sional Inforr	nation	
Please describe the a effective dates for the		sition/restrictive de	evice/swaddli	ng technique t	o be used for	the above named infant and include the
Effective Dates of E	xception	From		То		
:=====================================	Health Care Pro	ofessional's Signat	ure		:	Date

### **Waiver of Liability**

- I affirm and acknowledge that the below named child care operation has provided me with the operation's safe sleep policy.
- I further authorize the child care operation and its caregivers to place my infant in an alternative sleep position, restrictive device, or swaddling at the recommendation of my infant's health care professional, as described above.
- I, as the parent or guardian of the above mentioned infant, release and hold harmless the below named child care operation, its officers, directors, caregivers, and employees from any and all liability whatsoever associated with harm to my infant due to Sudden Infant Death Syndrome (SIDS).

Parent or Guardian's Signat	ure	Date Signed
An authorized official with the child care operat	tion must complete the following	g section.
Child Care	Operation Information and Sign	nature
Name of Child Care Operation	Operation Number	
	***	
Operation Representative's Sig		Date Signed

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

## **Infant Feeding Instructions**

In order to serve your infant's needs in a more individual manner, we need the following information:

Infant's name	Date of Birth	
Does the infant use a pacifier? Yes	No	
If you supply powder, cream, ointment o	r lotion please label with your child's name.	
Type of Formula (please be specific)		
Infant will drink	oz on demand every	_hours.
Warmed? Yes No		
Cereal	Fruit	
Vegetables	Meat	
ALLERGIES:		
Although these are subject to change dep	lease include schedule for feeding, sleeping, epending on child's age and development, please ld currently follows. While in our care, infant laced on their back to sleep.	se provide
This form will be updated every 30 days to this form will be made accordingly wl	to ensure proper feeding and nap time update hile the child is in the infant room.	es. Changes
Feeding times:		_
Nap times:		_
Parent Signature	Date	_

IDENTIFICATION &	EMERGENCY INFORMATION CARD	
Mother or Guardian	Birthdate Father or Guardian Place of Employment Phone Number	
Physician's Phone #		
NameAddressPhone #		<b>:</b>
	EMERGENCY INFORMATION CARD	Sec.
Name of Child	Birthdate Father or Guardian Place of Employment Phone Number	
CityPhysician's Phone #	State Zipable to contact the above?	
Name		

OCcupação 2002 de order fram 440029 - Trom ANCISTEMA FRATANO AND UTINO, Anabeloum, N.Y. 12010 - 1,866-456-1436

## **Permission to Take Photos**

give my daycare provider			
_ permission	to take and use still pl	hotographs or videos of	my
	in the following w	ays:	
tion	(Chec Grant Permission	k One) Decline Permission	
uon	Grant Permission	Decine Permission	
:.)			
ctive Clients			
ite			
es			
ated photograph	the provider, an assistant, a states, but will never be sold for sibility to update this for		ermission in
ermission is	given for the entire per	iod of my child's enroll	ment unless
arent/Guard	ian)	(Date	)
are	nt/Guard	nt/Guardian)	nt/Guardian) (Date)

(Date)

(Provider's Signature)

## **Child Assessment Form**

## Purpose:

These questions are designed to give you the information needed to provide the best, most appropriate care for children. This information is confidential and parents must be reassured it will not be shared without their written permission.

Experts in the field recommend completing an assessment form for each child. It can help start mutual trust and respect that will develop into a strong, cooperative partnership between parents and caregivers.

The assessment should be completed prior to enrollment. Give parents an opportunity to review your enrollment forms and parent handbook before you complete the assessment form. The parent handbook or operational policies set forth your program's philosophy and values.

The enrollment interview is the time to obtain critical information about the child and provide information on your program's operational policies, such as health checks (if conducted), procedures for the release of children, and illness and exclusion criteria. It also provides parents an opportunity to assess your program and determine if it is best suited for their child's needs.

## **Child Assessment Form**

Child Name (last, first, middle)		Social Security No.*	Enrollment Date	Date of Birth
Street Address (if rural, attach directions)		City	County	Zip
Mailing Address (if different) Street or P.O. Box		City	County	Zip
Telephone No. (include A/C)				
If applicable.				
. Health				
Does your child have any allergies?			☐ Yes	☐ No
If so, what allergies does your child have?				
How should we respond if he/she has an allergic	c reaction?			
Does your child have an existing illness?			☐ Yes	☐ No
Has your child had a previous serious illness or 12 months?	injury, or hos	pitalization during the p	past  Yes	□ No
Is your child taking any medication?			☐ Yes	☐ No
If so, how is the medication administered, and very be administered while he/she is in care?	will it need to			
Is the medication prescribed for continuous use?			☐ Yes	☐ No
Are there any side effects we should be alerted to?			☐ Yes	☐ No
			!\/	•
. Toileting:			☐ Yes	∏ No
Does your child need assistance with toileting?				
How can we best help?				
What are your ideas about toilet training?				
How can we best help?				
3. Behavior:  Does your child have any special fears?			☐ Yes	□ No
How does your child communicate his/her needs?			☐ Yes	□ No
Are there any special words that your child use that might not be readily recognized?				10
How do you tell your child to stop a behavior the don't approve of or that might be dangerous?	hat you			
When your child gets upset, what helps him/he calm down?	er			
What is a good way to distract your child whe he/she is having a temper tantrum?	n			
Are there any particular routines that are particularly helpful at naptime?	е			

## **Child Assessment Form**

Form 7293 November 2012

What position is most comfortable for your child when he/she	is napping?
4. Eating Preferences:	
What are your child's favorite foods?	
Does your child use utensils, eat with fingers, feed self?	
Does your child choke easily while eating?	☐ Yes ☐ No
5. Activities:	
What activities do you like to do with your child?	
What activities does your child like to do when playing with other children?	
What does your child like to do when he is playing alone?	
6. Family History:	
Tell me about your family (i.e. child's parents, siblings, grandparents, and other extended family)	
I verify that the above assessment was discussed with the pa	arent(s) of
Signature of Director	Date Signed
<u> </u>	-
I verify that the director appropriately relayed the information	concerning my child's assessment.
<u> </u>	Data Cirmad
Signature of Parent	Date Signed
Additional Comments:	