



Parents Keep

The Arc of McLennan County Childcare Policies and Procedures

Enrollment in **The Arc's After School Program (ASP)** and/or **Summer Day Camp** constitutes an understanding that you will abide by the policies as follows:

SECTION I. PARENT'S EXPECTATIONS OF THE ARC

PARENTS MAY EXPECT THAT:

- Their children are cared for in a safe, supportive environment.
- They may visit with the Director(s) about concerns related to their child or The Arc.
- They will be told about any misbehavior on the part of their child and allowed to visit the Director to bring about improvement in the situation.
- They will be regularly informed about program activities.

SECTION II. PROGRAM'S EXPECTATIONS OF PARENTS

THE ARC EXPECTS THAT PARENTS WILL:

- Pay fees on time as explained in Payment Policy (Section V).
- Keep all records up to date.
- Pick up children on time: by The Arc's afternoon closing time which is 5:30 P.M.
- Contact The Arc if their child will not be attending on a scheduled day.
- Pay attention to any communication regarding their child's behavior and cooperate in efforts to bring about improvement in the situation.

SECTION III. CHILDREN'S EXPECTATIONS OF THE ARC

CHILDREN MAY EXPECT:

- To have a safe, supportive and consistent environment.
- To use all The Arc equipment, materials and facilities on an equal basis.
- To receive respectful treatment.
- To have discipline that is fair and non-punitive.
- To receive nurturing care from staff members who are actively involved with them.



SECTION IV. PROGRAM'S EXPECTATIONS OF CHILDREN

THE ARC EXPECTS THAT CHILDREN WILL:

- Be responsible for their actions.
- Respect the rules that guide them while at The Arc.
- Always remain with the group and childcare staff.
- Take care of materials and equipment properly.
- Return items to their place when done.

SECTION V. FEES AND PAYMENT POLICY

If enrolling in the **After School Program**, I understand that I am responsible for payment of **\$80.00** per week for members of The Arc | **\$90.00** per week for non-members of The Arc with a non-refundable enrollment fee of **\$25.00** and annual membership fee of **\$20.00**.

If enrolling in **summer day camp**, I understand that I am responsible for payment of weekly camp fees in the amount of **\$300.00** for full days (7:30 am-5:30 pm) or **\$150.00** for half days (up to 5 hours; i.e. 7:30 am-12:30 pm). with a non-refundable enrollment fee of **\$25.00** and annual membership fee of **\$20.00**.

These weekly fees are due the Friday prior to attendance week for all campers.

If all required enrollment forms are not completed and returned by the day the child is scheduled to start The Arc, the child will not be allowed to attend until completed forms are submitted. The parent will be responsible for payment of fees starting from that date to reserve the enrollment spot until such time as the completed forms are returned.

Tuition payments are expected weekly and are paid to reserve a space in The Arc, irrespective of the actual number of days and/or hours the child attends.

Payments can be made for more than one week at a time, i.e, every two weeks or monthly. If a child withdraws or is discharged from The Arc, tuition will be due for the balance of that childcare session.

SECTION VI. TAX STATEMENTS

The Arc does not provide an itemized statement for tax purposes. We suggest that you keep a record of your monthly checks as an accurate account of your childcare expenses.



SECTION VII. REGISTRATION AND ENROLLMENT

The Arc encourages children of all backgrounds to attend and does not discriminate based on sex, race, color, creed, national origin or ethnic background. The purpose of this enrollment policy is to outline the procedures and criteria for admission and enrollment into **The Arc's After School Program (ASP)** and/or **summer day camp**.

Eligibility Criteria

Age: The Arc Childcare Programs accept individuals with Intellectual and Developmental Disabilities (IDD) enrolled in Special Education at public schools. Individuals with IDD, including but not limited to autism spectrum disorders, Down syndrome, cerebral palsy, and other cognitive impairments, are eligible for enrollment.

Residency: Enrollment is open to individuals residing within McLennan County or neighboring areas, subject to availability of services and resources.

Application Process

Initial Inquiry: Prospective applicants or their legal guardians must contact The Arc of McLennan County to express their interest in enrollment.

Application Form: The Arc will provide an application form that must be completed with accurate and up-to-date information.

Supporting Documentation: Applicants may be required to submit additional documents, such as medical records, assessments, or Individualized Education Programs (IEPs).

Review Process: The Arc of McLennan County will review each application and supporting documentation to determine eligibility and the availability of suitable services.

Waiting List: If the demand for enrollment exceeds the organization's capacity, a waiting list may be established. Applicants will be informed of their status on the waiting list and will be updated periodically regarding their position.

Admission Decision

Admission Committee: The Arc of McLennan County will evaluate each application based on the eligibility criteria, available resources, and the organization's mission to provide appropriate support and services. The Committee will meet on a weekly basis.

Notification: Applicants will be notified of the admission decision within a reasonable timeframe.



Enrollment Procedures

Enrollment Acceptance: Once an applicant is accepted, the applicant or their legal guardian may be required to complete additional enrollment forms.

Orientation: New enrollees and their families will be provided with an orientation to familiarize them with the organization's programs, services, policies, and procedures.

Confidentiality and Privacy

The Arc of McLennan County is committed to maintaining the confidentiality and privacy of all personal information obtained during the enrollment process. All information will be handled in accordance with applicable privacy laws and regulations.

Amendments to the Policy

This enrollment policy may be subject to periodic review and updates as deemed necessary by The Arc of McLennan County. Any amendments will be communicated to all stakeholders and implemented accordingly.

SECTION VIII. ENROLLMENT FORMS

Parents are asked to complete the following:

Enrollment Agreement; Medication Authorization Form; Liability Release Form; Texas Department of Protective and Regulatory Services Admission Information Form 2935 (each form included below).

The Arc expects the forms to be kept current. Parents must provide new/changed information such as: emergency persons, names, employers, phone numbers, arrival/departure time changes.

For the protection of your child as well as the other children in care, your child must have all vaccinations required by the Texas Department of Health. You must provide an immunization record upon enrollment and provide updates to that record whenever your child receives more immunizations, and/or parents must sign a form specifying that records are on file at their child's school.

State law requires vision and hearing screenings for four-year-old children. Please provide copies of your child's screening results or sign a form specifying that records are on file at your child's school. We will also ask you to sign a statement acknowledging receipt of a copy of this parent handbook, which obtains our operational policies. If we need to change any of these policies, you will be notified of the changes in writing before the change takes effect.



SECTION IX. WITHDRAWAL FROM THE ARC

Parents wishing to withdraw their child from The Arc must provide a statement in writing at least 30 days prior to the discontinuation of this service. Tuition will be due for the balance of the session.

SECTION X. HOURS OF OPERATION

After School Program: 3:00 pm to 5:30 pm on school days except the following holidays: Martin Luther King Day, Good Friday, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day & the following Friday, all regular business days between December 24 and January 1.

Summer Day Camp: 7:30 am to 5:30 pm Monday-Friday for eight (8) weeks beginning June 2 and ending July 25, 2025 except the following holidays: Juneteenth & July 4th.

SECTION XI. AFTERNOON CLOSING TIME

The Arc closes at 5:30 P.M. Parents whose children remain past 5:30 must pay overtime fees as follows: 5-15 minutes overtime - \$5.00 per child; each additional 1-15 minutes - \$5.00 per child. Late fees are paid directly to the caregiver who must stay late. Childcare services may be withdrawn if three (3) overtime charges occur.

SECTION XII. ABSENCES

If your child will not be attending because of scheduled appointments, vacations, or other planned absences, please notify The Arc in advance. If your child is ill or becomes ill and you pick up your child from school, please call The Arc and note the absence. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive at The Arc as intended, the Director will contact the parents. If the parents cannot be reached, the Director will contact the child's emergency persons.

SECTION XIII. TRANSPORTATION

Children may arrive at the ASP by buses sent by their school or other modes of selected transportation. Parents must alert the school of their child's enrollment prior to the child's first day in The Arc's ASP so the school or other entity can make provisions for transportation. The Arc cannot make this application of transportation for parents.



****We transport from Midway ISD campuses in The Arc's vehicle according to MISD stated school calendar. Please call before 1:30 p.m. if your child will not be riding from the above named school district to the ASP.****

Staff and children must wear seat belts when they are on the bus. The buses are equipped with fire extinguishers and first aid kits. The staff carry cell phones so The Arc can be contacted in case of a flat tire, mechanical trouble, etc. The staff also carry a notebook with emergency numbers and other important information for each child.

SECTION XIV. RELEASE OF CHILDREN

Children will be allowed to leave The Arc with persons other than the parent only if permission has been given on the enrollment form or in writing by the parent. If a one-time exception is made to this schedule, the parents should provide The Arc with this information in advance.

SECTION XV. AFTER SCHOOL PROGRAM SCHEDULED AND UNSCHEDULED NO-SCHOOL, SCHOOL OPENING DELAYS, SCHOOL CLOSINGS

Scheduled No-School Days - The Arc's ASP will not be available on these days. (Examples: teacher in service days, conference days, etc.)

Unscheduled No-School Days - There will be no ASP when school is cancelled due to water main breaks, heating failure, electrical problems, fire damage, weather, etc.

Scheduled Early Dismissal Days - The ASP will be available on scheduled early dismissal days.

Unscheduled Early Dismissal Days - The ASP will not be available when school is dismissed early due to weather, heating, electrical problems, etc.

The Arc Calendar - The Arc reserves the right to have not more than 6 days per school year which may be used as non-program days apart from the school calendar. Parents will be notified at least one week in advance of these early dismissals of ASP activities.

SECTION XVI. DISTRIBUTION OF MEDICATIONS

Whenever a child is to be given a prescription or over-the-counter medication, the parent must provide a completed, signed medication authorization form. The medication must be provided in the original or duplicate container, or a container accompanied by the doctor's directions. If medication is to be kept at The Arc for treatment of a chronic condition, no more than a one month supply should remain at any time.



SECTION XVII. HEALTH AND SAFETY POLICY

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.), please be sure the Director knows what to do if a problem should occur during. Please make sure that any medication is available and that the appropriate forms for its use have been completed.

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: Contagious Disease; Fever greater than 100 Degrees Fahrenheit; Vomiting or Diarrhea; Accident Requiring Medical Attention.

A list of communicable diseases is posted at School Communicable Disease Chart | Texas DSHS and will be reported as appropriate, and as mandated by State of Texas guidelines.

In case of accident or illness, the parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents will be called as soon as possible.

In the case of someone appearing on the premises with a firearm, the emergency number (911) will be called, and children will be taken out of danger and given aid.

Caregivers are to make every effort to keep a child from getting into a car with a parent under the influence of drugs or alcohol. They should call the police to give the child and parent a ride home. Caregivers should not under any circumstances give transportation to a parent who appears to be impaired by drugs or alcohol because The Arc insurance does not cover this type of transportation. The Arc is required to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol.

The Arc may have pets as classroom mascots and/or visitors. All required safety standards will be met per childcare guidelines.

The Arc does not require employees (i.e., caregivers) to present proof of vaccines, including TB, as McLennan County does not require it.



SECTION XVIII. INSURANCE

The Arc carries minimal liability insurance but has no financial resources of its own. Families are encouraged to provide their own insurance coverage. Many families are covered by the parent's policy at work and/or their own private policies.

SECTION XXIV. SNACK

We serve nutritious snacks at The Arc. Parents may want to provide a treat in honor of a child's birthday. In this case, they should contact the Director to determine the number of children to be served and plan the date.

SECTION XX. CHILD'S PERSONAL PROPERTY

Children's personal property, coats, clothing, school bags, etc. must be removed from The Arc after each session. Although we attempt to help children stay organized, The Arc cannot be responsible for lost personal property.

It is recommended that your child not bring electronic games or devices to The Arc. Should your child elect to do so, you and your child assume full responsibility if the device is lost or broken.

A child has the privilege of playing with an electronic device/tablet which is the property of The Arc, for a limited amount of time, if the device is handled properly. If a child destroys or damages the device, he/she loses ALL privileges to play with such devices, unless a parent is willing to replace the damaged device.

SECTION XXI. VISITORS AND OBSERVATIONS

Parents and community members who are screened by the Director are welcome to occasionally observe. For liability and supervision reasons, it is not possible for children who visit to take part in activities. We are always looking for ways to improve our program and we welcome your suggestions.

SECTION XXII. DISCIPLINE AND DISCHARGE

Children are entitled to a pleasant and harmonious environment at The Arc. The Arc cannot serve children who display chronically disruptive behavior. activity



Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior while at The Arc. If a child cannot adjust to The Arc's setting and behave appropriately, then the child may be discharged.

Reasonable efforts will be made to assist children in adjusting to the setting. Disruptive behavior will be dealt with according to enrollment documents and personalized support plans.

If the severity of a problem is great enough that it could endanger the safety of the child or other children or staff, discharge will be effective immediately.

A child may be discharged if he/she is picked up late three (3) times.

A child may be discharged for non-payment of fees.

SECTION XXIII. PROCEDURES FOR QUESTIONS AND CONCERNS

If you have a question or concern that cannot be addressed by your child's caregiver, please contact the Director to arrange a meeting or call The Arc office at (254) 756-7491 to discuss your concern(s).

SECTION XXIV. PROCEDURES FOR REVIEWING STANDARDS AND REPORTS

A copy of the minimum standards is available for review in The Arc office. Our most recent Licensing inspection report is always posted on the bulletin board in the entryway. You may also review the standards and our compliance history at www.txchildcaresearch.org.

PROCEDURES FOR CONTACTING CHILD CARE LICENSING

We are regulated by the Department of Family and Protective Services. You can find out more about the regulation of childcare facilities by visiting their website at www.txchildcaresearch.org. You may contact the local Licensing office by calling (254) 526-9011. You may report the suspected abuse or neglect of children by calling the child abuse hotline at 1-800-252-5400.



SECTION XXV. EMERGENCY EVACUATION PLAN

In the event of fire or an evacuation, children will be escorted across the street (Lakewood Drive) from The Arc to the Friends for Life parking area, 5000 Lakewood Drive.

In the event of Severe Weather or a Shelter in Place event, children will be moved to the inside room designated just for that.

Further Emergency Preparedness information is available upon request

The Arc of McLennan County's After School Program & Summer Day Camp Program Policies and Procedures Parental Statement

Please sign and return this and all following sheets with application.

I have discussed and been given the Policies and Procedures of **The Arc of McLennan County's After School Program (ASP)** and/or **Summer Day Camp**.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date



THE ARC OF MCLENNAN COUNTY CHILDCARE ENROLLMENT AGREEMENT

I understand that I am enrolling my child, _____, in **The Arc's After School Program (ASP)** or **Summer Day Camp** held at 4901 Lakewood Drive, Waco, Texas 76710.

I understand that the ASP is open according to school calendars, both for full day classes and early release days. My child's school is _____ (name of school and district).

I understand that there is a \$25.00 non-refundable registration fee. Arc membership dues are \$20.00 per year and must be current or paid with enrollment forms for attendance.

I understand that I am responsible for payment of weekly fees as stated.

I understand that in the event of any absences during Program hours, I will be responsible for fees for time reserved, not actual time spent at The Arc. (*No per diem for care.*)

I further understand that I am responsible for notifying The Arc ahead of time when my child WILL NOT be attending by calling (254)756-7491. Voicemail is available to leave a message.

I will update my child's file information as changes occur.

The Program staff will assume full responsibility, as deemed reasonable, for my child from the time he/she arrives at The Program until my child leaves The Arc.

If a medical emergency arises, staff will first attempt to contact parent/guardian as listed on enrollment form. If the emergency is such that immediate hospital attention is necessary, an ambulance or emergency vehicle may take my child to the hospital.

To ensure the safety and security of our clients, staff and facility, The Arc of McLennan County has been equipped with video cameras in all classrooms and parking lots. To ensure compliance with The Arc policy, cameras will be monitored by the Executive Director, Program Director and Office Manager. Video cameras will not be used in areas of The Arc where clients and staff have a "reasonable expectation of privacy", i.e. private offices and restrooms. Notice of video cameras will be posted at The Arc facility. Cameras will be on and recording 24/7. In the case of a reported incident, video will be reviewed to better determine the nature of the specific incident.

I agree to adhere to the Enrollment Agreement of **The Arc's After School Program** as stated here and give my child permission to participate fully in this program.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date



VIDEO CAMERA POLICY

POLICY:

To ensure the safety and security of our clients, staff and facility, The Arc of McLennan County has been equipped with video cameras in all classrooms and parking lots. To ensure compliance with The Arc Policy, cameras will be monitored by the Executive Director, Program Director and Office Manager.

PROCEDURE:

1. Video cameras will not be used in areas of The Arc where clients and staff have a “reasonable expectation of privacy”, i.e. Private Offices and Restrooms.
2. Notice of video cameras will be posted at The Arc facility.
3. The cameras will be constantly on and recording 24/7.
4. In the case of a reported incident, video will be reviewed to better determine the nature of the specific incident.

ACKNOWLEDGEMENT:

I acknowledge The Arc’s video camera policy and am aware there are video cameras in operation in all classrooms.

Signature

Date

Camper’s Name

Relationship to Camper



MEDICATION AUTHORIZATION

(CIRCLE ONE) I DO I DO NOT

allow The Arc Staff to administer medication to my child, _____.
(Child's Name)

Will The Arc Staff be administering medication to your child on a daily basis?

(CIRCLE ONE) YES NO

List Medications:

MEDICATION	AMOUNT	TIME	METHOD (FEEDING TUBE, BY MOUTH)
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List any other medications that The Arc Staff may administer to your child during program hours. (i.e., Tylenol, Advil, Aspirin, etc.) _____

Signature Parent/Guardian

Date



**THE ARC OF McLENNAN COUNTY
RELEASE OF LIABILITY
AND ASSUMPTION OF RISK AGREEMENT**

This is a release. Read it carefully before signing. By signing this release, you are giving up your and your child's rights to sue The Arc of McLennan County, a Texas nonprofit corporation, its agents, officers, volunteers, employees and any parties that operate, administer, co-organize or provide transportation to or from the activities described below (collectively, the "Released Parties") or expect the Released Parties to be legally responsible or pay for any damages or medical expenses if your child is injured or killed, becomes ill or your child's belongings are damaged as a result of your child's participation in the activities described below.

Voluntary Participation. I acknowledge that my child(ren) _____ (my "Child"), and I have voluntarily chosen for my Child to (a) participate in **THE ARC OF McLENNAN COUNTY AFTER SCHOOL PROGRAM (ASP) AND/OR SUMMER DAY CAMP**, a day program administered by the Released Parties, for summer day childcare, which may include numerous activities, including, but not limited to, sports, hikes, arts and crafts, science experiments, cooking projects, and possibly, field trips to various locations by private car and bus including bowling alleys, sporting events, movies and fairs, any activities incidental thereto and (b) be present at or use, as applicable, facilities, other locations, equipment and/or transportation provided by the Released Parties or others in connection with my participation in such activities (the activities in clauses (a) and (b) are referred to collectively as the "Activity").

Acknowledgement and Acceptance of Risks. My Child and I understand that certain risks are inherent in the Activity, and that these risks cannot be eliminated, altered or controlled. My Child and I understand that the risks that contribute to the unique character of the Activity can also be the cause of my Child's injury, illness or death or damage to my Child's belongings. My Child and I voluntarily elect, with knowledge of the risks involved, for my Child to participate in the Activity. My Child and I acknowledge and willingly assume all risks and hazards in the Activity and in the use of the Released Parties' facilities and/or equipment.

Release. I am the parent or legal guardian of my Child. In consideration for my Child being permitted to participate in the Activity, my Child and I voluntarily agree and promise not to make a claim against, sue or attach the property of the Released Parties, and my Child and I release, waive, discharge and hold harmless the Released Parties for all demands, actions or claims of liability arising out of their negligence, fault, recklessness or any other act or omission that causes my Child's illness, injury, death and/or damage to me or my Child's property as a result of my Child's participation in the Activity and in the use of the Released Parties' facilities and/or equipment.



Knowing and Voluntary Execution. I have read this document in its entirety. I understand that by signing this document, my Child and I are assuming all the risks of the Activity. I understand that this is a release of any and all claims. I understand that this is the entire agreement between us and the Released Parties and that it cannot be modified or changed in any way by oral statements by any Released Parties or by us. I voluntarily sign my name as evidence of the acceptance by me and my Child of all the provisions in this document and our agreement to be bound by them.

Media Release. I give permission for The Arc of McLennan County to have my child appear in any media coverage and use for publicity and fundraising purposes photographs of my child.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date



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 The Arc of McLennan County		Director's Name Coleen Heaton	
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 call in case of an emergency if parents/guardian cannot be reached			Relationship

I authorize the child care operation **to release** my child to leave the child care operation **ONLY** 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:

1. Transportation

I give consent for my child to be transported and supervised by the operation's employees:

for emergency care on field trips to and from home to and from school

2. Field Trips

I give consent for my child to participate in field trips.

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:

- | | |
|--|---|
| <input type="checkbox"/> Discipline and guidance | <input type="checkbox"/> Procedures for release of children |
| <input type="checkbox"/> Suspension and expulsion | <input type="checkbox"/> Illness and exclusion criteria |
| <input type="checkbox"/> Emergency plans | <input type="checkbox"/> Procedures for dispensing medications |
| <input type="checkbox"/> Procedures for conducting health checks | <input type="checkbox"/> Immunization requirements for children |
| <input type="checkbox"/> Safe sleep | <input type="checkbox"/> Meals and food service practices |
| <input type="checkbox"/> Procedures for parents to discuss concerns with the director | <input type="checkbox"/> Procedures to visit the center without securing prior approval |
| <input type="checkbox"/> Procedures for parents to participate in operation activities | <input type="checkbox"/> 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:

- None Breakfast Morning snack Lunch Afternoon snack Supper Evening 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.

Signature — Parent or Legal Guardian

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
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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
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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.

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.

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