

Enrollment Information
EVERY LINE NEEDS TO BE COMPLETED

Facility Name: **Fairmont Park Kids Club**

Director: **Justin Southern**

Child ID# _____ Registration Fee Paid _____ ←----- For Management Use

Child's Name _____ Date of Birth _____ Child's Home Telephone _____

Child's Address (City, State, Zip) _____

Date of Admission _____ Last Day _____ Grade _____ School _____ School Phone # _____ Before School After School Summer

My child's immunization record is on file at the school and all immunizations and tuberculosis test results are current: YES _____ NO _____

Natural Parents Names _____ Adults with whom child resides and relationship _____

List numbers where parents/guardian may be reached while child is in care.

Mother

Father

Other and relationship

Phone _____

Cell/Other _____

E-mail _____

Give person to call in case of emergency if parent/guardian cannot be reached.

Name

Phone #1

Phone #2

Relationship

I hereby authorize the day care facility to allow my child to leave the day care only with the following persons:

Name

Phone #1

Phone #2

Relationship

List any special problems that your child may have such as allergies, existing illness, previous serious illness, and injuries in the past 12 months, any medication prescribed for long-term continuous use, and any other information that our staff should know: [or please write: NONE]

AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION

In the event that I can not be reached to make arrangements for emergency medical attention, I authorize the facility director or person in charge to take my child to:

Name of Licensed Physician _____ Address _____ Telephone Number _____

Or to (Name of Hospital or Clinic) _____ Address _____ Telephone Number _____

I give my consent for necessary treatment when my child is in the care of this physician and /or hospital/clinic:

Signature – Parent /Legal Guardian: _____ Date: _____

Person responsible for payment _____ Address _____

- TRANSPORTATION: I hereby give _____ /do not give _____ my consent for my child to be transported and supervised by the staff.
WATER ACTIVITIES: I hereby give _____ /do not give _____ my consent for my child to participate in water activities.
FIELD TRIPS: I hereby give _____ /do not give _____ my consent for my child to participate in supervised field trips.
PICTURE/VIDEO: I hereby give _____ /do not give _____ my consent for my child to participate in picture and video activities.
RELEASE: I hereby give _____ /do not give _____ my consent for my child to be picked up by a younger sibling under 18 years old.
FACEBOOK: I hereby give _____ /do not give _____ my consent for my child's picture to be used on the Kid's Club Facebook Page.

Enrollment Information

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Child and Family Information

Child's Name _____

Grade _____ School _____ Birthday _____

People with whom your child resides:

Name	Relationship
_____	_____
_____	_____
_____	_____

Parent/Guardian Information:

Name	Workplace/Job	Hobbies/Interest

Family Questions:

Does your child spend time with both parents? _____

How often does your child see the absent parent (if separated)? _____

What group situations has your child participated in if any? _____

Does your child participate in after school activities? _____

What days would your child participate? _____

Do you anticipate any special needs? _____

How does your child express his or her feelings? _____

How do you feel your child functions in a group?

What do you feel is the best way to discipline your child?

Please describe your child and share any important information:

Do you attend church regularly? _____ If so, where? _____

Would you like information on our church? _____

Discipline and Guidance Policy for Fairmont Kids Club

Name of operation

- ◆ 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; and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

Check one please:

parent

employee/caregiver

household member of child-care home

Fairmont Kids Club
Operational Policies and Billing Procedures
Kids Club's Copy

Operational Policies

Please initial each of the following, certifying that you have read and understand each item.

I understand and agree that:

- _____ 1. My child is not allowed to come and go freely from the Kids Club site.
- _____ 2. My child must be signed out each normal care day of the school year by myself or a person I have authorized. Each full day holiday and summer day my child attends must be signed in and out by myself or someone I have authorized.
- _____ 3. I must maintain communication with the Program Director/Teacher about my child and keep him/her informed of any pertinent changes.
- _____ 4. I must notify the Program Director/Teacher in writing of any arrival/departure changes. If my child is held after school, I will make arrangements for his/her transportation to Kids Club.
- _____ 5. I must contact Kids Club when my child will be absent on a scheduled day. I realize this is for my child's protection. Please call the Kids Club number at 281-471-3023.
- _____ 6. If a medical emergency arises, the Kids Club program will first attempt to contact me. If I cannot be reached, the Kids Club program will contact the child's doctor. If the emergency is such that immediate hospital attention is necessary, The Kids Club staff will call 911. I will be responsible for all costs incurred. I will also update medical numbers as needed.
- _____ 7. I am aware that my child may not attend if he/she has been vomiting, running fever, or has any other contagious disease.
- _____ 8. Kids Club will operate from 6:30 a.m. before school and from the close of school until 6:00 p.m. each school day. On school holidays we will operate from 6:30 a.m. to 6:00 p.m. On school holidays there must be a minimum of ten students for Kids Club to operate.
- _____ 9. We will be closed on the following holidays: New Year's Eve, New Year's Day, Easter (1 day), Memorial Day, July 4th, Labor Day, Thanksgiving Day (2 days), and Christmas (2 days). Kids Club's last day of care for the school year is the child's last day of school. Summer care will begin the first day after classes let out and will continue until the first day classes resume. Summer care is a separate registration.
- _____ 10. It is my responsibility to see that my child is picked up before the designated closing time of 6:00 p.m.
- _____ 11. It is my responsibility to cover any costs incurred by my child in the form of damage to the church property.
- _____ 12. I understand that my child is to show respect to both children and adults at all times at Kids Club. I also understand that my child may not intentionally harm anyone. Failure to abide by these rules will result in dismissal. Red slips are given for these violations. Three red slips equal probation. A fourth may result in expulsion.
- _____ 13. I understand that my child will be involved in prayer and bible study while attending Kids Club.
- _____ 14. Medications may only be dispensed to my child with my signed authorization including the time to be administered. Medicine must be in the original container labeled with the child's full name and date sent.
- _____ 15. Notifications will be made in the form of the monthly newsletters and by way of the memo board.
- _____ 16. We Transport children in our Kids Club vans. We go to and from Jennie Reid and Lomax. We go to and from Rizzuto when it is raining or too cold to walk. Also, we transport the children on fieldtrips. There is a place for you to give permission for this is the registration packet. Staff are required to get 2 hours of vehicle training each year.
- _____ 17. Fairmont Kids Club participates in water activities. This includes water games, water slides, and small wading pools at the church. Away from the church we go to splash pads and swimming pools. There is a place in the registration packet to give permission for this.
- _____ 18. We go on fieldtrips at Fairmont Kid's Club. These fieldtrips will be posted in advance for you to give permission for each fieldtrip.
- _____ 19. There are no animals kept at Fairmont Kid's Club.
- _____ 20. We have an emergency preparedness plan on file at Fairmont Kids Club.
- _____ 21. TB testing is not currently required for students or teachers in the state of Texas.
- _____ 22. Your child's immunization records must be current and on file at the school the child attends.

- _____ 23. Fairmont Kids Club is legally and morally obligated to report any suspicion of child abuse or neglect. If you suspect abuse or need further assistance, the Child Abuse Hotline phone number is 1-800-252-5400 or you can use their secure website: www.txabusehotline.org. Parents will receive more information about recognizing and preventing child abuse during the month of April, which is Child Abuse Prevention Month. All employees are required to get 1 hour of training on recognizing child abuse and neglect each year.
- _____ 24. Kids Club will provide a morning and afternoon snack each day. It is my responsibility to provide a sack lunch and drinks when my child attends on a full day.
- _____ 25. If I have any questions or concerns about the policy and procedures at Kids Club I may call and make an appointment with the director at 281-471-3023, or I may write the concern in letter form addressed to the director.
- _____ 26. I may visit Kids Club at anytime to observe my child and participate in the center's activities.
- _____ 27. I may ask the director at anytime to review a copy of the state's minimum standards.
- _____ 28. I may contact the local licensing office at 713-940-5124, PRS child abuse hotline at 1-800-252-5400, or visit the PRS website at www.tdprs.state.tx.us/childcare.
- _____ 29. Under the Texas Penal Code, any area within 1000 ft. of a childcare center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.
- _____ 30. Teachers are required each year to get at least one clock hour of training in prevention, recognition, and reporting of child abuse and neglect. We will hand out a pamphlet two weeks out of the year that will include info about preventing, recognizing, and reporting child abuse and neglect. Fairmont Kids club is legally and morally obligated to report any suspicion of child abuse and neglect. The Child Abuse hotline is 1-800-252-5400 or you can use their secure website: www.txabusehotline.org. If you are the parent of an abused child please call the child abuse hotline for assistance.
- _____ 31. My child's vision and hearing screening records are current and on file at his/her school.

Billing Procedures

Please initial each of the following certifying that you have read and understand each item.

I understand and agree that:

- _____ 1. I pay for monthly service and am responsible for payment in advance whether my child attends or is absent. There are no refunds given for absences.
- _____ 2. I am responsible for the monthly tuition fee. Fees are established by Fairmont Park Church. Payment is due by the 1st of each month and is considered late after the 7th. A \$20 late fee will be assessed for payments received after the 7th of each month. If payment has not been received by the 15th of each month, your child will not be permitted to return to Kids Club until balance is paid in full. Returned checks will incur a \$20 fee. Summer payments are weekly and are due on or before the Friday before the week being paid for. Your child may not attend on Monday if payment has not been received for that week.
- _____ 3. Payments are: School year registration is \$50 per child; \$235 for the first child per month for after school care; \$285 for the first child for both morning and after school care; \$95 for the first child per month for before school care only; and \$25 per child per day for full day school holidays. Summer registration is \$30 per family; \$125 for the first child per week. For after school, before school, and summer there is a second child discount of 10%.
- _____ 4. I will be notified in advance of any rate changes by way of the Memo Board or a letter.
- _____ 5. Full Days are any school year days that school is not in session and Kids Club is open. Once I have registered for a full day I am held responsible to pay for that day whether or not my child attends. To be considered registered the child's name must be on the sign-up sheet and payment must be received by the deadline date. Payments for full days are due when you sign – up. Refunds will not be given for registered children. If my child attends a full day and is not registered, the full day rate will apply of \$40 per day. I may not change my reservation date.
- _____ 6. My registration packet for the school year or summer must be completely filled out and my registration fee must be paid in order for me to be registered and my spot to be held. Once registered, my summer weeks may not be cancelled and must be paid for. Weeks may only be added if it has been authorized by the Assistant Director or Director.
- _____ 7. A drop-in is any child that comes on a full day that is not registered. A drop-in is also any child that comes during the school year that ops to pay the normal day drop-in rate. Drop-in prices are \$25 for normal school days and \$40 for full days.
- _____ 8. Kids Club will close at 6:00 p.m. and fees pay for services until that time. Parents whose children remain past 6:10 p.m. must pay an overtime fee at the following rate: \$5.00 for each 10 minute increment.
- _____ 9. I am to pay by check or money order. We do not accept cash. Returned checks must be replaced with a money order and a \$20.00 service charge.
- _____ 10. I understand that all financial matters are to be discussed with the director, Justin Southern.

I understand and agree to abide by the above Operational Policies and Billing Procedures.

Date

Signature of Parent or Guardian

Fairmont Kids Club
Operational Policies and Billing Procedures
Parent's Copy

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