



Miller Grove After School Program

2020-2021

Enrollment Packet



7819 FM 275 South

Cumby, TX 75433

903-459-3288

Welcome to Xplore Miller Grove After School Program. Xplore is an after school enrichment program for all Miller Grove students grades Pre K- 5!

We are very excited to have the opportunity to serve you and your children. From 3:30pm-6pm, your child can participate in a number of activities, enjoy a snack, and receive homework help. One of the most exciting things about our program is the clubs we will be offering. We will be providing your child with the opportunity to learn skills in music, writing, language, sports, and many more!

The following pages will give you insight into our daily schedules as well as information about the clubs that will be offered.

If you would like to enroll your child for the after school program, please fill out the attached enrollment form. You may return it to the Elementary School office or you may email it to jhensley@mgisd.net.

If you have any questions, or if you would like more information, please do not hesitate to contact us at 903-459-3288.

We look forward to seeing your children at Xplore Miller Grove After School Program.

Sincerely,

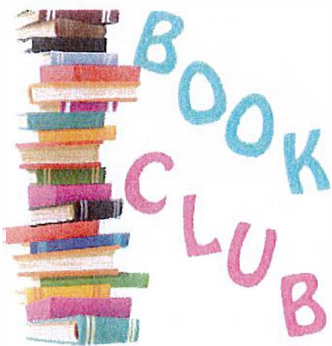
Julie Hensley
Program Director

Licensed by TXDFPS

Operation #1676462



CLUBS





Club Descriptions

	<p>Students will engage in observation, measurement, and identification of properties and experimentation involving life, earth, and physical science.</p>
	<p>Students will experience the creative process and the joy of art!</p>
	<p>Students will learn basic kitchen techniques, along with kitchen safety. They will also enjoy making simple recipes.</p>
	<p>Reading is fun! Students will discover the joy found in books. They will use their imaginations to bring books to life.</p>
	<p>This club creates an increased awareness about various cultures from around the world.</p>
	<p>Students will have the opportunity to explore nature, plants and animals. It will also help students become aware of community service.</p>
	<p>This club helps increase the student's level of math skills and knowledge. This is accomplished through the use of games, activities, and competition.</p>
	<p>Students will experience the wonder of dance and the joy of performing. They will learn different styles of dance and learn that dance is an art of expression.</p>
	<p>Students will enjoy learning about acting, play production, and stage work.</p>
	<p>This club allows students to develop their talents in singing, and learn a variety of musical styles.</p>

Daily Activity Schedule

Pre-K - 2nd Grade

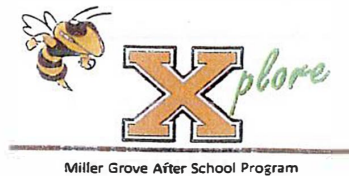
3:30-3:45 pm	Arrival, Rules, Snack
3:45-4:00 pm	Read Aloud/Homework
4:00-4:30 pm	Outdoor Recess
4:30-4:45 pm	Restroom/Water Break
4:45-5:15 pm	Activity of the Day
5:15-6:00 pm	Individual or Group Play
	Parent Pick Up/Sign Out

Daily Activity Schedule

3rd - 5th

3:30-3:45 pm	Arrival, Rules, Snack
3:45-4:10 pm	Reading/Homework
4:10-4:45 pm	Club of the Day
4:45-5:15 pm	Outside Recess
5:15-6:00 pm	Individual or Group Play
	Parent Pick Up/Sign Out

*Restroom and water breaks will be given throughout the afternoon.



Xplore is an after school enrichment program hosted by Miller Grove Independent School District. This program is designed to provide quality education experiences to the students of Miller Grove ISD, in a structured and safe environment.

Hours of Operation:

The program will be open for operation, Monday – Friday, 3:30 pm – 6:00 pm. August – May

We will follow the Miller Grove ISD current school year calendar. When the school campus is closed, Xplore will also be closed. Xplore will provide care on early release days.

Tuition and Payment:

This program is for children enrolled in the Miller Grove school district and designed for ages Pre K 3 through 5th grade.

Tuition is \$45.00 for the first child and \$40.00 for each additional child. **Tuition must be paid by check or money order.**

Early release drop in care is \$20.00 per day. The drop in fee is due the day of attendance. A two week advance notice is required, and enrollment is based on allowed space. Admission paperwork must be complete and registration fees paid for a child to attend the program.

Payments are due Monday, beginning the week of care. A late fee of \$15.00 will be added on Tuesday at noon if tuition is not paid.

Rates do not change due to attendance, holidays, or bad weather.

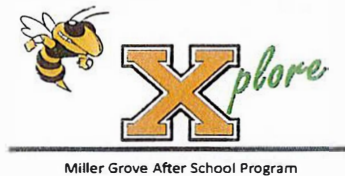
Tuition is not due for **full week closures**. Please see the MGISD 2019/2020 school calendar for full week closures.

Late pick up fee is \$5.00 for the 1st minute and \$1.00 per minute thereafter per child. Fees must be paid before attending the next day.

Returned check fee: \$35.00

Please make checks payable to: MGISD/Memo: Xplore

There is a yearly registration fee of \$10.00 per child. The registration fee is due for regular and drop in enrollment.

**Release of Children:**

Children will be released only to parents, guardians, or persons listed on the admission form with proper state identification. If someone, not listed on the admission form, needs to pick your child up from the program, you must notify us first in writing, and the person picking up the child must have proper state identification for the child to be released.

Illness and Exclusions:

Any child having fever of 100.3 or higher, diarrhea twice in one hour, vomiting once, or a rash that covers more than 1/3 of their body will need to be picked up from the program immediately. The child will need to be symptom free for 24 hours or have a written release from a physician before returning to care.

Dispensing Medication:

Xplore will not dispense daily medications. If your child is susceptible to a medical emergency where medication may be needed, we will need an authorized plan of action from your child's physician, along with all supplies needed to carry out the plan of action. If we have to dispense medication under these conditions, you will be responsible for signing the medication log of the program.

Medical Emergencies:

In the event of a medical emergency, if necessary, we will call 911 first, and CPR/first aid will be administered. We will then immediately notify the parents or guardians. If a parent or guardian cannot be reached, then a call will be made to the designated emergency contact on the admission form.

Parent Notifications:

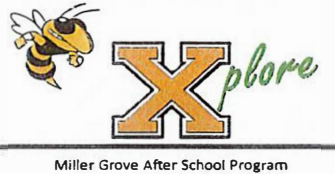
Parents will be notified in writing at least 14 days in advance of any policy and/or procedure changes.

Animals:

Xplore will not have animals.

Field Trips:

Xplore will not host field trips away from the program.



Discipline & Guidance:

Practicing consistent, behavior guidance is one of the most important ways we can support your child's healthy development. Behavior guidance is the processes by which we help children identify appropriate and inappropriate behavior, learn appropriate problem-solving strategies, develop self-control, empathy, perspective, and self-esteem, while learning acceptance of self and others.

We will use praise and encouragement of good behavior, instead of focusing only upon unacceptable behavior, and redirect behavior using positive statements.

Children will be reminded daily of classroom rules and expectations.

Also, if necessary, we will use brief supervised time out, which is limited to no more than one minute per year of the child's age.

If at any time a child displays aggressive behavior, the following steps will be taken:

- 1st written warning - parent/teacher/director conference
- 2nd written warning - child will be suspended for 1 full day
- 3rd written warning - Director may determine that the behavior is beyond what our program is able to manage, taking into consideration the safety of all students and teachers.

Meals & Snacks:

Xplore will provide all children enrolled in the program with a well-balanced afternoon snack.

The snacks will be in accordance with CACFP federal food program guidelines.

A snack calendar will be provided for the parents each month.

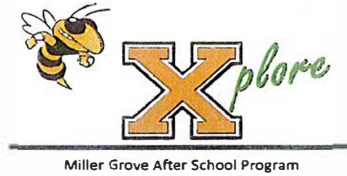
Parents, please list all food allergies on the admission form.

Immunization/Hearing and Vision Requirements:

All children must have a current and up to date immunization record on file. Vision and hearing screenings are required for children ages 4 years and older.

Tuberculosis screening and testing is not required by our local health authority.

If you are a non-vaccinating family, you must provide a notarized affidavit form developed and issued by the Department of State Health Services. This affidavit is only valid for 2 years from issuance.



Enrollment/Registration

Parents are required to fill out the following forms prior to admission, including drop in children.

- Admission Form
- Immunization Record
- Enrollment Agreement
- Food & Allergy Emergency care plan, if necessary

All records will be reviewed monthly and updated on a yearly basis.

Water Activities:

Xplore will not have water activities.

Transportation:

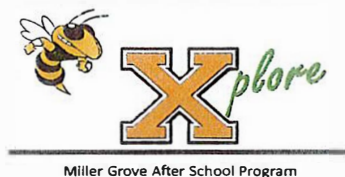
Xplore does not provide transportation.

Insect Repellent & Sunscreen:

Parents may provide insect repellent and sunscreen for their children. Parents must label the product with the child's first and last name. It must be applied according to package directions. A note from the parent for application permission as needed. This item will be stored out of reach of children.

Open Door Policy:

Xplore has an open door policy. Parents are welcome to come and visit the program during operation hours. We do ask that you please be considerate of our activity schedule when visiting.

**Parent Participation:**

Parents who would like to volunteer or participate in the Xplore Program must fill out a volunteer application and have a completed a background check.

State Standards & Inspections:

You are welcome to review a copy of the state minimum standards at any time.

You may also view the Texas State Minimum Standards online at:

https://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp

Our most recent licensing inspection will be posted along with other required postings. If at any time you would like to discuss concerns regarding policy or procedures, please contact the program director.

Emergency Preparedness Plan:

Xplore will follow the Miller Grove ISD Emergency Preparedness Plan in accordance with the TXDFPS minimum standards. A copy of this plan is attached to the operational policies.

Under the Texas Penal Code, any area within 1000 feet of a child care center is a Gang Free Zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Procedures for conducting health checks:

Health checks are an important part of daily care. This is when we observe and notice that a child is not acting his or her self, or we observe that a child is not feeling well; we will conduct a health check. This consists of taking temperatures, phone calls to parents, verbal and written communication stating observations that have caused concern. Even if your child does not fall into the qualifying category of illness and exclusions, if we find a child unable to participate comfortably in all activities of the program, you will be called and asked to pick up your child.

Tuberculin Testing:

Texas State Minimum Standards requires that all employees be free of active tuberculosis. According to our local county laws, Hopkins County does not require Tuberculosis testing for our employees.

Employee Vaccines:

At this time we do not require our employees to vaccinate for vaccine-preventable diseases.



Reporting Abuse & Neglect:

1. There are four basic types of child abuse, though children often experience more than one kind of abuse.
 - a. Physical Abuse – Physical abuse includes actions such as beating, burning, or punching a child.
 - b. Emotional Abuse – Emotional abuse may involve criticizing, insulting, rejecting, or withholding love from a child.
 - c. Sexual Abuse – Sexual abuse includes rape, touching or fondling, or involving a child in pornography.
 - d. Neglect – Neglect includes failure to provide for a child's basic physical, medical, emotional, or educational needs. Leaving a young child home alone or failing to provide needed medical care may also be considered neglect.
2. Children who are abused may show physical and behavioral signs, or they may show sudden changes in their behavior or school performance. These signs don't prove children are being abused, but they could be a signal that the children or their families need help. When children talk about being abused, take them seriously. Take steps to get help!

Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect:

- a. Educating parents and staff of warning signs.
- b. Required annual staff training on child abuse and neglect
- c. Making available informative handouts, articles, and training opportunities
- d. Providing helpful websites

All caregivers are required to obtain 1 hour of abuse and neglect training per calendar year.



Local Child Abuse Organizations:

Children's Advocacy Center of Texas

1501 W. Anderson Lane

Building B-1

Austin, Texas 78757

(800) 255-2574

www.cactx.org

Lake County CASA

218 Connally Streets

Sulphur Springs, Texas 75482

903-885-1173

www.lakecountycasa.org

3. Ways to report suspected child abuse or neglect.

- DFPS Abuse Hotline 800-252-5400
- www.txabusehotline.org
- Local Licensing Office – 903-233-5213

4. What to expect when reporting suspected child abuse or neglect:

- a. When calling be prepared to sit on hold for as long as it takes. The hotline handles call for the entire state.
- b. You should have as much information as possible about the child and alleged person committing the abuse to provide while on the phone.
- c. Your identity is confidential by law; however, if the case was ever to go to court you could be called to testify.
- d. Leaving your contact information is encouraged but not required.
- e. If you choose not to leave your information, make sure you retain the reference number so you can prove you reported it.
- f. Remember you can be held responsible and child abuse charges brought up against you if you know about child abuse or neglect and do not report it.

5. If you suspect a child is in immediate danger, you should not wait. You should call 9-1-1 immediately.



General Signs of Abuse

Abused children may seem:
Nervous around adults or afraid of certain adults
Reluctant to go home
Very passive and withdrawn, or aggressive and disruptive
Tired a lot, or they may complain of nightmares or not sleeping well
Fearful or anxious

Signs of Neglect

Missing school a lot
Begging for or stealing money or food
Lacking needed medical or dental care
Being frequently dirty
Using alcohol or other drugs
Saying there is no one home to take care of him or her

Signs of Emotional Abuse

Acting overly mature for the child's age
Extreme changes in behavior
Delays in physical or emotional development
Attempted suicide
Lack of emotional attachment to the parent

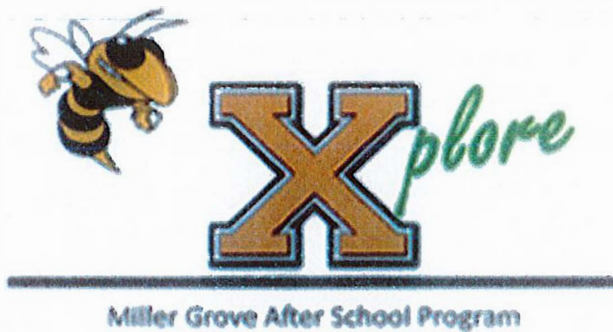
Signs of Physical Abuse

unexplained burns, bruises, black eyes or other injuries
apparent fear of a parent or caretaker
faded bruises or healing injuries after missing school

Signs of Sexual Abuse

difficulty walking or sitting or indications of injury in the genital area
Sexual knowledge or behavior beyond what is normal for the child's age
Running away from home

Additional Information: The playground is maintained by Miller Grove ISD and is not in compliance with the TXDFPS Minimum Standards.



EMERGENCY PREPAREDNESS PLAN



Basic/Contact Information

Facility Name:	Xplore Miller Grove After School Program
Facility Address:	7819 FM 275 South, Cumby, TX 75433
Facility Phone:	903-459-3288
Facility Main Contact:	Julie Hensley
Emergency Kit Location:	Program Supply Closet - cafeteria
Capacity of Facility:	40
Offsite Relocation Address	Miller Grove UMC – 7596 FM 275 S, Cumby, TX

	Contact Name	Phone Number	Email/Website
Fire/Rescue		911	
Police		911	Local: 903-438-4040
Fire		911	Local: 903-382-3505
Hospital	CHRISTUS Mother Frances Hospital	(903) 885-7671	www.tmfhc.org
Poison Control	North Texas Poison Control Center	(800) 222-1222	https://www.poisoncontrol.org
Xplore Program Director	Julie Hensley	903-459-3288 Ext 227; cell: 903-268-9800	jhensley@mgisd.net
Superintendent	Steve Johnson	903-459-3288	sjohnson@mgisd.net



Evacuation

In case of the need to evacuate the site, the following procedures will be followed. The first responsibility of the staff is to move children to a designated safe area known to all staff members.

Fire Evacuation routes/exits:	<ul style="list-style-type: none"> • Children are cared for in the main area of the school cafeteria. • Exits: There are 3 main exits from the building. East exit, North Exit, and South exit. (See attached floor plans) • East Exit: Children will walk to the back of the playground, exit the playground and meet at the school sign. • North Exit: Children will exit into the Hornets' nest, walk to the back of the playground, exit the playground and meet by the school sign. • South Exit: Children will exit through the south door, go right, walk around the playground and meet at the school sign. • Playground: Children will exit the playground and meet at the school sign. • Off Site Relocation: Miller Grove Methodist Church Parking Lot
Evacuating Children:	<ul style="list-style-type: none"> • All children should be evacuated together. • Children should be verified by sign in log.
Notification:	<p>Once all children are evacuated safely:</p> <ul style="list-style-type: none"> • 911 will be called • First aid/CPR will be administered, if needed. • Parents, guardians or emergency contact will be notified.
Severe Weather Evacuation /Volatile person routes:	<ul style="list-style-type: none"> • In the event of severe weather or volatile intruder, children will be moved to the restrooms of the cafeteria and the doors are to be shut and locked until all threats have subsided. We will group PK3-2nd into the girl's restroom and 3rd-5th into the boy's restroom.
Emergency Kit/Information:	<ul style="list-style-type: none"> • Emergency kits will be taken when possible. • Caregiver's should have child admission information binder.
Transportation to Evacuation Locations:	<ul style="list-style-type: none"> • Transportation will only be provided in a medical emergency situation.



Emergency Supplies:

First Aid Kit

Flashlight

Water

Emergency Contact Sheet

Parent Reunification: In case of the need to evacuate the following procedures will be followed to reunite children with their parents or guardians as soon as it is safe.

Notification:	Parents are provided <ul style="list-style-type: none">• Information on each evacuation site.• Contact Information for Julie Hensley, including cell phone.
Release:	<ul style="list-style-type: none">• Children will only be released to contacts listed on the child's admission form with proper state identification.

Lock Down Procedures:

Soft Lock Down: All exterior doors will be locked until the immediate threat has passed. Children will be able to continue with indoor activities. No one will be allowed outside. Parents will be allowed to pick up their children.

Hard Lock Down: All exterior doors will be locked. All children will be moved into the restrooms and the main restroom door will be locked. No one will be allowed outside or inside until the immediate threat has passed.

Loss of Utilities: If we have a loss of utilities for more than 30 minutes, parents or guardians will be notified to pick up their children.

Requirements Regarding Gang-Free Zones

For Child Care Centers

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 or the Texas Penal Code.

How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my day care center?

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

When do I have to comply with the new requirements?

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

For further information please contact your licensing representative or your local licensing office.

Keeping Children Safe



Reporting Abuse and Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement.

Call **1-800-252-5400** to make confidential reports.

Failure to report suspected abuse or neglect is a crime.

Employers are prohibited from retaliating against caregivers who make reports in good faith.

Protecting Children

Shaken Baby Syndrome is the result of violently shaking young children. Injuries can include brain swelling and damage, subdural hemorrhaging, mental retardation and death.

NEVER SHAKE A BABY!

Sudden Infant Death Syndrome, or SIDS, is the unexplained death of a sleeping baby. Always place infants to sleep on their backs on a firm surface, free from soft items such as quilts, pillows or toys.



Unsafe Children's Products

Recalls of unsafe consumer products, including children's products, are available. It is easy and free to find out. Just go to the United States Consumer Product Safety Commission web site at

www.cpsc.gov or you may access the recall information at the Texas Department of Family and Protective Services web site at www.dfps.state.tx.us.

Keeping Children Healthy

Protect children from illness and disease:

- Wash your hands and children's hands often.
- Immunize children.
- Keep ill children at home.
- Learn CPR and First Aid.
- Make sure that children drink plenty of water.
- Discuss special-care needs with caregivers.
- Learn more about childhood diabetes, which impairs a body's ability to regulate blood sugar levels, and other medical conditions from your child's health-care provider.



Texas Department of Family and Protective Services

www.dfps.state.tx.us

* Texas Family Code, Title 5. The Parent-Child Relationship and the Suit Affecting the Parent-Child Relationship, Subtitle E. Protection of the Child, Chapter 261. Investigation of Report of Child Abuse or Neglect, Subchapter B. Report of Abuse or Neglect; Immunities

F2958-0000

Cómo mantener al niño fuera de peligro



Denuncie el maltrato y descuido

Las leyes de Texas exigen que los cuidadores denuncien cualquier sospecha de abuso, maltrato y descuido de niños al Departamento de Servicios para la Familia y de Protección de Texas o a las autoridades judiciales y policiales. Llame al **1-800-252-5400** para hacer denuncias confidenciales. No denunciar alguna sospecha de abuso, maltrato o descuido es un delito. Se prohíbe que los empleadores tomen represalias contra los cuidadores que hagan denuncias de buena fe.

Proteja a los niños

El Síndrome del Bebé Sacudido es el resultado de sacudir violentamente a un bebé. Sacudir a un bebé puede causar, entre otras cosas, inflamación y lesión cerebral, hemorragia cerebral, retraso mental y la muerte.
¡NUNCA SACUDA A UN BEBÉ!

El síndrome de la muerte súbita del lactante (SIDS) es la muerte misteriosa de un bebé mientras duerme. Acueste siempre al bebé boca arriba en una superficie firme y retire de su lado los artículos suaves como cobijas, almohadas o juguetes.



Productos peligrosos para niños

Existen listas de productos retirados del mercado, incluso los productos para niños. Enterarse de cuáles son es fácil y gratis. Solo tiene que entrar al sitio web de la Comisión de Seguridad de Productos del Consumidor de Estados Unidos en www.cpsc.gov o puede ver la información de productos retirados del mercado en el sitio web del Departamento de Servicios para la Familia y de Protección de Texas en www.dfps.state.tx.us.

Mantenga a su hijo saludable

Proteja a su hijo de enfermedades y padecimientos:

- Lávese las manos y lave las manos de su hijo con frecuencia.
- Vacune a su hijo.
- Mantenga a su hijo enfermo en casa.
- Aprenda resucitación cardiopulmonar y primeros auxilios.
- Asegúrese de que su hijo tome suficiente agua.
- Hable con los cuidadores sobre las necesidades especiales de cuidado.
- Aprenda más sobre la diabetes infantil, enfermedad que afecta la habilidad del cuerpo de regular los niveles de azúcar en la sangre. Asimismo, hágale preguntas a su doctor sobre otros padecimientos médicos.



Departamento de Servicios para la Familia y de Protección de Texas
www.dfps.state.tx.us

*Título 5 del Código Familiar de Texas. La relación padre-hijo y la demanda referente a la relación padre-hijo, Subtítulo E. Protección del menor, Capítulo 261. Investigación de una denuncia de abuso, maltrato o descuido de niños, Subcapítulo B. Denuncia del abuso, maltrato o descuido, Inmuniidad.

F2958-S000

ATTENTION PARENTS

You are entitled to see the following information. You may ask the director to show you the most recent copy of:

- The Minimum Standards for this Licensed Center (*also available on the web at www.dfps.state.tx.us or at your local Licensing office*),
- The most recent Department of Family and Protective Services Inspection / Investigation Report, (*compliance information is also available on the web at www.dfps.state.tx.us or from your local Licensing office*),
- Documentation of liability insurance that complies with Human Resources Code, Section 42.049,
- The most recent Fire Marshal's Inspection Report,
- The most recent Health Department's Sanitation Inspection Report,
- The most recent Gas Pipe Inspection Report, and
- The Licensed Center's operational policies.



Department of Family and Protective Services
Child Care Licensing Division

Childcare Tuition Assistance Information

CCS is a program designed to assist working parents and college students with childcare tuition. If you would like to see if you qualify, please visit the following websites:

Hopkins County:

<http://www.hopkinscountytx.gov/childcare>

Hunt or Rains:

<http://www.huntcountytx.gov/childcare>

<http://www.rainstx.gov/childcare>

Income Guidelines

In addition to working or being in training, the family's gross monthly income must be less than that shown below.

Family Size	Gross Monthly Income
2	\$3,493
3	\$4,315
4	\$5,137
5	\$5,959
6	\$6,780
7	\$6,935
8	\$7,089
9	\$7,243

This information was taken from www.dfwjobs.com

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Hopkins County:

<http://www.hopkinscountytx.gov/214/Child-Care>

Hunt or Rains:

<http://www.huntcountytx.gov/214/Child-Care>

<http://www.rainsonline.com/214/Child-Care>

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2	\$3,493
3	\$4,315
4	\$5,137
5	\$5,959
6	\$6,780
7	\$6,935
8	\$7,089
9	\$7,243

This information was taken from www.dfwjobs.com



Parent Acknowledgement Form

I have received the operational policies. I have read, understand and agree that I must abide by the policies and procedures within.

I have received a copy of the emergency preparedness plan.

I understand and accept the discipline & guidance policies.

I do not want my child's picture used for the purpose of Xplore. _____ (Initial)

I do not want my child to be videoed for the purpose of Xplore. _____ (Initial)

Child's Name

Parent's Signature

Date

Director's Signature

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		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 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:	
<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
2. Field Trips	
<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:

- | | |
|--|---|
| <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

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.

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