

ADMISSION INFORMATION

Operation Name		Director's Name	
Child's Full Name		Child's Date of Birth	Child's Home Telephone No.
Child's Home Address			
Date of Admission	Date of Withdrawal		
Parent's or Guardian's Name		Address (if different from child's address)	
List telephone numbers below where parents/guardian may be reached while child will be in care:			
Mother's Telephone No.	Father's Telephone No.	Guardian's Telephone No.	Cell Phone No
Give the name, address and phone number of person to call in case of an emergency if parents / guardian cannot be reached:			Relationship
I hereby authorize the childcare operation to allow my child to leave the childcare operation ONLY with the following persons. Please list name & telephone number for each. Children will only be released to a parent or a person designated by the parent/guardian after verification of ID.			

CHECK ALL THAT APPLY: I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give – consent for my child to be transported and supervised by the operation's employees:			
1. <input type="checkbox"/> TRANSPORTATION:			
<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. <input type="checkbox"/> FIELD TRIPS: I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give – my consent for my child to participate in Field Trips:			
Parent's Comments:			
3. <input type="checkbox"/> WATER ACTIVITIES: I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give – my consent for my child to participate in Water Activities:			
<input type="checkbox"/> sprinkler play <input type="checkbox"/> splashing/wading pools <input type="checkbox"/> swimming pools <input type="checkbox"/> water table play			
4. <input type="checkbox"/> RECEIPT OF WRITTEN OPERATIONAL POLICIES:			
I acknowledge receipt of the facility's operational policies including those for discipline and guidance.			
5. I UNDERSTAND THAT THE FOLLOWING MEALS WILL BE SERVED TO MY CHILD WHILE IN CARE:			
<input type="checkbox"/> None <input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> Evening Snack			
6. MY CHILD IS NORMALLY IN CARE ON THE FOLLOWING DAYS AND TIMES:			
<input type="checkbox"/> Mondays	from:	to:	
<input type="checkbox"/> Tuesdays	from:	to:	
<input type="checkbox"/> Wednesdays	from:	to:	
<input type="checkbox"/> Thursdays	from:	to:	
<input type="checkbox"/> Fridays	from:	to:	
<input type="checkbox"/> Saturdays	from:	to:	
<input type="checkbox"/> Sundays	from:	to:	

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:	Ph.#:
Name of Emergency Medical Care Facility:	Address:	Ph.#:
I give consent for the facility to secure any and all necessary emergency medical care for my child.		
_____ Signature - Parent or Legal Guardian		

List any special problems that your child may have, such as allergies, 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 caregiver's should be aware of:

Child daycare 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

SCHOOL AGE CHILDREN:

My child attends the following school:

Name of School and Address School Ph.#

CHECK ALL THAT APPLY:

His / her immunization record is on file at the school and all required immunizations and/or tuberculosis test are current. Vision and Hearing screening records are also on file.

My child has permission to: walk to and from school,
 ride a bus, and/or be released to the care of his/her sibling(s) under 18 years old.

Name of sibling(s): _____

IMMUNIZATION RECORD:

I have provided the childcare operation with a copy of my child's most current immunization record.

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.

Please 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 / she is able to take part in the day care program.

Health Care Professional's Signature Date

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 will submit it to the child-care operation.

Name and address of health care professional:

Signature - Parent or Legal Guardian

Date

VISION	R 20/ _____	L 20/ _____	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
SIGNATURE _____		DATE _____	
HEARING	1000 Hz	2000 Hz	4000 Hz
R			
L			
			<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
SIGNATURE _____		DATE _____	

Signature – Parent or Legal Guardian

Date

Lamar Avenue Church of Christ Latch Key Program

Approved Adults Pick-Up List

Persons (other than parents or guardians) approved to pick my child up from Latch Key:

Name

Relationship

Phone

Lamar Avenue Church of Christ Latch Key Program

Rules and Discipline Policies

At Lamar Avenue Latch Key, corporal punishment will NOT be used in response to discipline problems. The following is an outline of behavioral expectations and consequences.

Riding on Latch Key Vans:

1. Obey the van driver
2. Always wears your seatbelt or be in the booster seat
3. No children may ride in the front seat
4. Use inside voices(no yelling or loud talking)
5. No opening windows
6. Keep hands and arms inside vans at all times
7. No personal items out of your backpack

Snack Time:

1. Take only what you can eat
2. Be courteous to Latch Key staff and volunteers
3. No running in snack area
4. Pickup your trash before going to gym to play

Recreation Time:

1. No playing in the restrooms or at the drinking fountain
2. Always share and be respectful of others
3. No personal items or toys out of your backpack
4. Always be a good sport
5. Always keep your shoes on

Time Out:

1. First offense – Warning/ Talk about offense
2. Second offense- Time out for 10 minutes
3. Third offense – Time out for 15 minutes with sentences
4. Fourth offense – Sit out till parent comes, Director will talk with parents.
5. Fifth offense – (within one school week) Child will be dismissed from Latch Key Program.

Lamar Avenue Church of Christ Latch Key Program

Statement of Policies

Please note:

The State of Texas minimum standards for licensed day care facilities require that we give you a copy of our guidelines. Please sign and return the receipt form to verify that you have received and accept these policies.

We want to thank you for sharing your child with us. Our staff is motivated by their love of children, their love for the Lord, and their desire to help your child grow physically, emotionally, intellectually, and spiritually. We are not interested in simply "babysitting" your children. We have great dreams for their future and hope to have a great influence in shaping their lives. We want to help them develop a good self image, to learn God's Word, and to become socially and emotionally equipped to enjoy the future. We welcome any suggestions that you might have to improve our program. Anytime you might need to talk to the Director or a staff member please don't hesitate to let us know. We want only what is best for your child and to ultimately improve their quality of life.

We are a Licensed Daycare Facility

We are very proud of the fact that we have met all of the minimum requirements set forth by the Texas Department of Family and Protective Services for an afterschool Daycare facility. Licensing staff will be inspecting our facility a couple of times each year to see that we meet standards in areas such as Fire Safety, Health, Sanitation, Playground Safety and Child-staff ratio. Our License, as well as state inspection reports are displayed on the Latch Key bulletin board.

Our Program Schedule

A list of our daily schedule is posted on the bulletin board for anyone that would like to see our activities.

Snacks:

Snacks are furnished everyday when the children first arrive and vary from Cookies to fruit to sandwiches and always served with tea, kool-aid or water. Parents may send snacks anytime for their child or may contribute toward group snacks. If your child has special snack needs please feel free to let us know or bring their snacks.

Hours of Operations

The latchkey program hours are from 3 pm to 6 pm Monday through Friday each week. If all schools are out then our program is closed for that period of time. Examples are, Spring break, Thanksgiving, and Christmas holidays. However if any schools are open we are here.

Discipline

Please see attached Rules and Discipline Policies.

Enrollment

Admission is based on completion of the enrollment form, medical consent form, an available opening, and payment of fees. Please fill out forms completely. We must have important information on file about your child should an occasion arise that we need to seek emergency attention and to make sure that we can reach you at all times in case of such

emergency. Please pay extra attention to medical needs section so that we are aware of allergies or special needs. Also make sure that you list anyone who may pick up your child because your child will not be permitted to leave with anyone that isn't on the pickup list. Latchkey services Children from Kindergarten through 5th grade.

Fees

Providing an afterschool program like Latch Key takes a lot of work and requires money for staff salaries, food, games, and recreational equipment. Latch Key will always strive to provide these services at the lowest cost possible. Our current fees are

Registration Fee: 25.00 per child
Monthly Fee: 65.00 for first child
60.00 for second child
55.00 per additional child

Late Fee: All tuition is due on the 1st of each month and will be considered late after the 15th of the month. All tuition paid after the 15th will have an additional 10.00 late fee added. Late Pick up Fee: Our workers are scheduled till 6pm everyday and must be paid additional if we have to stay late for your child to be picked up, therefore a late fee of 1.00 per minute will be charged to offset this cost. This fee will be added to your next tuition charges. All fees must be paid in a timely manner to maintain your child's place in the Latch Key Program.

Medical Needs

All Latch Key staff and volunteers are CPR Certified and will treat minor cuts and scrapes on site. Should a medical emergency arise the child will be transported to a medical facility and parents or guardians notified as well as the Department of Family and Protective Services as required by minimum standards.

Latch Key will not be responsible for administering medications with the exception of Asthma inhalers. Children with a fever or a communicable disease are requested to not attend Latch Key while ill. If a fever or illness occurs while in Latch Key Care, a parent or guardian will be notified to make arrangements to pick up the child.

New 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 of 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.

Lamar Avenue Church of Christ Latch Key Program

Acknowledgement of Receipt of Statement of Policies and Gang Free Zone Information

I, _____ parent/guardian of _____

Acknowledge that I have received, read, and understand the Statement of Policies and the Gang Free Zone information for Lamar Avenue Church of Christ Latch Key Program. I will talk with my child about the Latch Key Discipline Policy so that he/she will understand what is expected of him/ her and I will support the Latch Key Director and staff in carrying out these policies. I also agree to communicate with the Director in a timely manner about any problems or concerns with the Latch Key Program, its' staff, or my child's participation in the program.

Signature of Parent/Guardian

Date Signed